



COMMON COUNCIL MEETING AGENDA

MONDAY, FEBRUARY 20, 2023 AT 7:00 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

*For the public: Members of the media and the public may attend **by calling:** (571) 317-3122*

Access Code: 153-925-469 or <https://www.gotomeet.me/EMcFarland>

All public participants' phones will be muted during the meeting except during the public comment period. This meeting will be streamed live on YouTube, streamed live on WatertownTV.com (via YouTube), and aired live on Charter Channel 984. Watertown TV's YouTube page: <https://www.youtube.com/c/WatertownTV>

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. MINUTES OF COUNCIL MEETING HELD

[A.](#) Meeting minutes from February 7, 2023

5. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Members of the public who wish to address the Council must register their request in writing before the meeting begins. Each individual who requests to address the Council will be permitted up to three minutes for their comments.

6. REPORTS

[A.](#) Plan Commission Minutes from November 14, 2022

[B.](#) Transit meeting minutes from December 12, 2022

[C.](#) Site Plan Review Minutes from December 12, 2022

[D.](#) Plan Commission Minutes from December 12, 2022

[E.](#) Site Plan Review Minutes from January 23, 2023

[F.](#) Plan Commission Minutes from January 23, 2023

[G.](#) Finance Committee minutes from January 23, 2023

[H.](#) Public Welfare and Safety meeting minutes from February 1, 2023

[I.](#) Tourism meeting minutes from February 9, 2023

[J.](#) Public Works Commission meeting minutes from February 14, 2023

7. COMMUNICATION & RECOMMENDATIONS

[A.](#) February Employee Recognitions

[B.](#) Bridge Update

[C.](#) Sunsetting of TextMyGov

[D.](#) Town Square Status Update

[E.](#) Watertown Fire Department January Report

8. NEW BUSINESS

[A.](#) Appointments

9. ACCOUNTS PAYABLE

[A.](#) Accounts Payable

10. MISCELLANEOUS BUSINESS

- A. Payroll Summary - M, DD, 20YY to M, DD, 20YY
- B. Cash and Investments - January 31, 2023

11. RESOLUTIONS

- A. Exh. 9479 - Resolution to Allocate Fund 12 (Riverfest Funds) to Watertown Riverfest Inc (Sponsor: Mayor Emily McFarland From: Finance Committee)
- B. Exh. 9486 - Resolution to approve transit system (taxi service) fare changes effective April 1, 2023 (Sponsor: Mayor McFarland From: Finance Committee)
- C. Exh. 9487 - Resolution to submit Urban Nonpoint Source & Storm Water Management Construction Grant for 2023 Annual Street & Utility Program Stormwater Improvements (Sponsor: Mayor McFarland From: Finance Committee)
- D. Exh. 9488 - Resolution to submit Urban Nonpoint Source & Storm Water Management Construction Grant for biofilter construction at Yardwaste Site (Sponsor: Mayor McFarland From: Finance Committee)
- E. Exh. 9489 - Resolution to submit Vibrant Spaces Grant for downtown alley infrastructure improvements (Sponsor: Mayor McFarland From: Finance Committee)
- F. Exh. 9490 - Resolution to Enter into the Supplemental Letter Agreement for Professional Services Between the City of Watertown and Short Elliott Hendrickson Inc. (Sponsor: Mayor Emily McFarland From: Finance Committee)

12. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Each individual who requests to address the Council will be permitted up to three minutes for their comments and must fill out the sign in sheet provided.

13. ADJOURNMENT

Persons requiring other reasonable accommodations of the above meeting may contact the office of the City Clerk by email mdunneisen@cityofwatertown.org, or by phone 920-262-4006.

"Any invocation that may be offered before the official start of the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker."

**Common Council Minutes
Tuesday February 7, 2023**

Section 4, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, February 7, 2023. This meeting was open for attendance in the council chambers as well as virtually.

ROLL CALL

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Ruetten, Bartz, Licht, Smith, Schmid, Wetzel and Romlein. City staff present were City Attorney Steven T. Chesebro, Fire Chief Travis Teesh, Deputy Fire Chief Rauterberg, Assistant Police Chief Ben Olson, Finance Director Mark Stevens, Library Director Peg Checkai, and City Clerk Megan Dunneisen. City staff virtually attending were Streets Superintendent Stacy Winkelman, Assistant Engineer Andrew Beyer, Media Director Lisa Famularo.

PLEDGE OF ALLEGIANCE

The Council recited the Pledge of Allegiance to the American Flag.

MINUTES OF PRECEDING MEETING

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday, January 17, 2023. There being none, minutes were accepted as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

Trent Kangas of 408 Hancock St., spoke on riverside bathrooms.

REPORTS

(Complete minutes are open for public inspection in the Finance Department.)

The following reports were received and filed: Parks, Recreation, and Forestry meeting on December 19, 2022, Public Works Commission meeting minutes from January 24, 2023

COMMUNICATIONS & RECOMMENDATIONS

Mayor McFarland gave update on the next Council meeting date moved to February 20, 2023 due to Primary Election. Assistant Police Chief Ben Olson presented the Krahn Award to Jeff Allen. Mayor McFarland gave employee recognition to Jessie Peters with the Police Department for 10 years, Michael Hoyt with the Police Department for 15 years, Jason Heller with the Streets Department for 15 years, and Cindy Kyrnsinski with the Library for 20 years. Library Director Peg Checkai also spoke on the recognition to Cindy Kyrnsinski, Library Director Peg Checkai gave information on the Infographic 2022 Year in Review: Watertown Public Library and Media Director Lisa Famularo gave information on the Communication Plan for 2023-2026.

NEW BUSINESS

Ald. Romlein made a motion to approve the appointments of Emily McFarland, James Romlein, Jaynellen Holloway, Andrew Beyer, Nate Salas, Melissa Lampe, Amber Smith, Steven Board, Andy Grinwald, Laurie Hoffman, and Sadie Pliska to the Downtown Main Street Reconstruction Task Force, seconded by Ald. Smith and carried by voice vote of: Yes-8; No-0; Abstain-1 (Lampe)

Ald. Ruetten made a motion to approve the appointments of Mike Nienow – Three-year term ending February 2026, Brenda Kujawski – Three-year term ending February 2026, Renee Westphall - Three-year term ending February 2026 to the Ethics Board, and Jacob Mass – Partial 3-year term ending December 2024 (Replacing Ellen Klaus) to the Historic Preservation & Downtown Design Commission, seconded by Ald. Licht, and carried by unanimous voice vote.

Ald. Schmid made a motion to convene into closed session per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice

concerning strategy to be adopted by the body with respect to litigation in which it is or is to become involved. (K. Lambrecht v. City of Watertown), seconded by Ald. Wetzel and carried by roll call vote of: Yes-9 (Schmid, Wetzel, David, Lampe, Ruetten, Bartz, Licht, Smith); No-0.

Ald. Schmid made a motion to convene back into open session, seconded by Wetzel and carried by unanimous voice vote.

ACCOUNTS PAYABLE

(Complete listing of accounts payable is open for public inspection the Finance Department.)

Certified accounts were presented. Ald. Romlein moved to pay all certified accounts, seconded by Ald. Wetzel and carried by roll call vote: Yes-8; No-0; Abstain-1 (Ruetten).

MISCELLANEOUS BUSINESS

Payroll Summary – December 28, 2022, to January 10, 2023 and January 11, 2023 to January 24, 2023, Credit Card Purchases over \$10,000 - December 2022, Reserve Balances - Period ending December 31, 2022 were presented.

ORDINANCES

Ord. #23-01 - Ordinance to amend section 500-9 A. Parking prohibited in specified places (Sponsor: Ald. Smith From: Public Safety & Welfare Committee, 2nd Reading) Ald. Smith moved for adoption of ordinance 23-01 on its 2nd reading, seconded by Ald. Davis and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord. #23-02 - Ordinance to repeal a portion of Section 500-6 A. (2), Parking Limitations (Sponsor: Ald. Smith From: Public Safety & Welfare Committee, 2nd Reading) Ald. Smith moved for adoption of ordinance 23-02 on its 2nd reading, seconded by Ald. Wetzel and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord. #23-03 - Ordinance to amend a portion of Section 500-8(A), Heavy traffic routes (Sponsor: Ald. Smith From: Public Safety & Welfare Committee, 1st Reading) Ald. Smith moved for adoption of ordinance 23-03 on its 1st reading, seconded by Ald. Schmid, and carried by roll call vote: Yes-9; No-0; Abstain-0. Ald. Smith moved to suspend the rules to combine the 1st and 2nd reading of ordinance 23-03, seconded by Ald. Schmid and carried by roll call vote: Yes-9; No-0; Abstain-0. Ald. Smith moved for adoption of ordinance 23-03 on its 2nd reading, seconded by Ald. Schmid and carried by roll call vote: Yes-9; No-0; Abstain-0.

RESOLUTIONS

Resolutions below are listed in order of the agenda but may not be the order by which they were taken up at the Council meeting.

Exh. 9479 - Resolution to Allocate Fund 12 (Riverfest Funds) to Watertown Riverfest Inc (Sponsor: Mayor Emily McFarland From: Finance Committee). Ald. Ruetten moved to adopt resolution 9479, seconded by Ald. Bartz. Attorney Chesebro gave information on purposed revisions to the agreement and discussion took place. Ald. Romlein made a substitute motion to adopt as presented, seconded by Ald. Schmid and carried by roll call vote: Yes-8; No-0; Abstain-1 (Lampe). Vote on substitute motion carried resulting in original motion being denied.

Exh. 9480 - Resolution to Enter Into an Assignment and Assumption of Substitute Development Agreement and Consent and Acknowledgement of City between Watertown Square, LLC and the City of Watertown (Sponsor: Mayor Emily McFarland From: Finance Committee). Ald. Wetzel moved to adopt resolution 9480, seconded by Ald. Romlein and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9481 - Resolution to issue the sale of \$3,995,000 General Obligation Promissory Notes (Sponsor: Mayor McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9481, seconded by Ald. Davis and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9482 - Resolution to amend 2023 payroll resolution with reclassification of police clerk/specialist grade F to grade G on the city pay plan (Sponsor: Mayor McFarland). Ald. Wetzel moved to adopt resolution 9482, seconded by Ald. Romlein and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9483 - Resolution to Approve the 2023 Contract for EMS Coverage and Transport for the Lebanon EMS Service Area (Sponsor: Mayor Emily McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9483, seconded by Ald. Davis and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9484 - Resolution to Approve the 2023 Contract for Fire and EMS Coverage for Portions of the Townships of Emmet, Shields, Milford and Watertown. (Sponsor: Mayor Emily McFarland From: Finance Committee). Ald. Wetzel moved to adopt resolution 9484, seconded by Ald. Bartz and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9485 - Resolution to Amend the Employee Handbook of Policies and Procedures for the Achievement Recognition Award Program (Sponsor: Mayor Emily McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9485, seconded by Ald. Davis. After discussion, Ald. Lampe made a motion to amend original motion made for the Policies and Procedures for the Achievement Recognition Award Program to include the presented amendments of the reallocation of award slots for quantity of eligible employees and the added terminology to be able to use the same method to allocate numbers for the program annually, seconded by Ald. Davis and carried by unanimous voice vote. Amended motion was carried by unanimous voice vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

No comments were received.

ADJOURNMENT

There being no further business to come before the Council at this time, Ald. Lampe moved to adjourn, seconded by Ald. Schmid, and carried by voice vote at 7:45 p.m.

Megan Dunneisen, City Clerk

DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved. Complete minutes are open for public inspection in the office the Finance Department. Video recording available at Watertown TV's YouTube page: <https://www.youtube.com/c/WatertownTV>

**PLAN COMMISSION
November 14, 2022**

The Plan Commission met on the above date at 4:30 p.m. in lower-level room 0041 of the Municipal Building.

The following members were present: Mayor Emily McFarland (Chair), Jaynellen Holloway (Director of Public Works/City Engineer), Nick Krueger and James Romlein (Recording Secretary).

Others present: Steven T. Chesebro (City Attorney)

Others online: Ms. Sonja Kruesel joined the meeting in progress.

Citizens Present: Vicente Flores-Martinez, Summer Coley

1. CALL TO ORDER

Mayor McFarland opened the Commission meeting at 4:30 p.m.

2. APPROVAL OF MINUTES

A. Plan Commission minutes dated October 24, 2022

Motion by Krueger to accept, second by Holloway

Ms. Sonja Kruesel joined

Unanimous by voice vote.

3. BUSINESS

**A. Conduct public hearing: 205 S. Third Street – Conditional Use Permit (CUP) request for Indoor commercial entertainment under Sections 550-34B(2)(f) and 550-52H
205 S. Third Street – Indoor Commercial Entertainment CUP**

Background:

Summer Coley, applicant, and Dan Rahfaldt, property owner, are proposing to operate a 24-hour fitness gym at 205 S. Third Street. 205 S. Third Street is zoned Central Business (CB).

Mayor McFarland opened the public hearing, called for citizen comments and when hearing none, closed the public hearing and opened the associated action item.

B. 205 S. Third Street – Conditional Use Permit (CUP) request for Indoor commercial entertainment under Sections 550-34B(2)(f) and 550-52H

Mayor McFarland introduced the packet materials, advised Ms. Sonja Kruesel (online) that the owner was present in the room and asked for her description and considerations of the matter.

Ms. Kruesel provided a summary of the following information:

Relevant Information:

The following information has been identified by the City of Watertown as pertinent to this action:

1. Under Section § 550-34B(2)(f)

(2) Principal land uses permitted as conditional use (per § 550-45B):

(a) Clear-cutting.

- (b) Indoor institutional.
- (c) Outdoor institutional.
- (d) Institutional residential.
- (e) In-vehicle sales or service.
- (f) Indoor commercial entertainment.
- (g) Outdoor commercial entertainment.
- (h) Commercial indoor lodging.
- (i) Bed-and-breakfast establishments.
- (j) Group day-care center (nine or more children).[1]

[1]Editor's Note: Former Subsection B(2)(k), Boardinghouse, which immediately followed, was repealed 6-19-2018 by Ord. No. 18-4.

- (k)Central business apartments (greater than 12 dwelling units).
[Added 6-1-2021 by Ord. No. 21-24]

2. Under Section § 550-52H:

H. Indoor commercial entertainment. Description: Indoor commercial entertainment land uses include all land uses which provide entertainment services entirely within an enclosed building. Such activities often have operating hours which extend significantly later than most other commercial land uses. Examples of such land uses include restaurants, taverns, theaters, health or fitness centers, all forms of training studios (dance, art, martial arts, etc.), small-scale alcoholic beverage production, bowling alleys, arcades, roller rinks, and pool halls.

(1) Regulations:

- (a) If located on the same side of the building as abutting residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet, or as far as possible, of a residentially zoned property.
- (b) Facility shall provide bufferyard with minimum opacity of 0.60 along all borders of the property abutting residentially zoned property (see § 550-99).
- (2) Parking requirements. One space per every three patron seats or lockers (whichever is greater) or one space per three persons at the maximum capacity of the establishment (whichever is greater).

Decision:

Under 2017 Wisconsin Act 67:
62.23 (7) (de) *Conditional use permits.*

1. *In this paragraph:*

- a. *"Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.*
- b. *"Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.*

- 2. a. *If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.*

- b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.
3. Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.
4. Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.

Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
If located on the same side of the building as abutting residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet,	Yes	No	Yes	No	Yes	No

Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
Facility shall provide bufferyard with minimum opacity of 0.60 along all borders of the property abutting	Yes	No	Yes	No	Yes	No

Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
One space per every three patron seats or lockers (whichever is greater) or one space per three persons at the maximum capacity of the	Yes	No	Yes	No	Yes	No

If Plan Commission answers “no” to the last of the questions, above, the CU permit must be denied. Otherwise, proceed to the condition of approval.

5. If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10

Recommendation:

Review and Approve 205 S. Third Street – Conditional Use Permit (CUP) request for Indoor commercial entertainment under Sections 550-34B(2)(f) and 550-52H

Mayor McFarland asked for questions of the applicant or questions in general.

A brief discussion on the nature of the recommended action followed.

**Motion for approval as recommended by Romlein, Second by Krueger
Unanimous by voice vote.**

C. 771 N. Church Street – Review of Conditional Use Permit request for exterior storage under Section 550-109D – location of dumpster

Mayor McFarland opened the item and called for Ms. Kruesel for her review and considerations of the matter.

Sonja Kruesel provided the following information:

The Planning Commission already approved the conditional use permit for the restaurant itself at this location, and this item is returning to clarify the dumpster location. Dumpsters are not allowed within the street yard or the front yard of the building. The property lines on the north side of the building do not allow a dumpster to be located there. Therefore, the dumpster would have to be placed on the south side of the building.

The dumpster cannot be placed at the very southern portion of the property, however it could be placed behind the line that runs parallel to the front of the building with the street. The dumpster should then be surrounded by a fence and gate. In addition, where there's planting space available, some really simple evergreens should be installed to provide some additional screening.

Motion was made by Jaynellen Holloway and seconded by Nick Krueger to approve the conditional use permit with the conditions that the dumpster is behind the front facing part of the building and is enclosed and screened properly.

Motion unanimously approved.

Ms. Kruesel exited the meeting.

6. Review and take action: Parcel Number 291-0815-0624-004 (5.340 acres) - Discuss sale of land proposal from BASO Gas Products LLC

Mayor McFarland opened the item and asked City Attorney to provide the setup information.

Attorney Steven T. Chesebro summarized the following information:

Parcel No. 291-0815-0624-004 (5.34 Acres)

Background:

The City has received a request for the City to consider selling Parcel No. 291-0815-0624-004. The parcel is located on E. Horseshoe Rd. immediately south of the BASO Gas Products building and includes approximately 5.34 acres. The lot currently has a Right of First Refusal which permits BASO Gas Products to purchase the building for \$10.00 or \$10.00 more than any offer the City intends to accept provided BASO Gas Products enters into a development agreement for the parcel within 180 days of purchasing the property. The Right of First Refusal is set to expire in July 2024. Development of the property under the development agreement would likely require

completing the development within about 2 (two) years of entering into the development agreement.

Relevant Information:

The land is zoned Planned Industrial and as it is currently vacant land could be developed for any of the following purposes such as cultivation, selective cutting, passive outdoor public recreation, active outdoor public recreation, indoor institutional, public services and utilities, office, personal or professional services, indoor maintenance service, indoor storage or wholesaling, light industrial and several other potential uses under a conditional use permit. At this time, the City does not have any plans for use of the parcel, beyond transferring it to private parties for development. The City has not received any offers or interest in developing the parcel, except limited discussions from BASO Gas Products about potential future development of the lot. The City of Watertown's policies require Plan Commission approve the sale or listing of any real estate prior to the City entering into such an agreement.

Recommendation:

Approve the land to be eligible for sale.

A map of the area was opened and the specific of the property were discussed

The use of the property options and purchase options were discussed along with the right of first refusal were further examined a consensus was developed to support the recommended action.

Motion by Holloway to approve the recommendation, second by Krueger.

It was noted that the land sale would be an action by the finance committee.

Mayor McFarland called for any other discussion, hearing none, called the question. Unanimous by voice vote.

Mayor McFarland call for a motion to adjourn.

Motion to Adjourn by Romlein, Second by Holloway
Meeting closed at 4:52 p.m.

Respectfully Submitted,
James W. Romlein Sr. PE
Recording Secretary

Note: These meeting notes are uncorrected, and any corrections made will thereto be noted in the proceedings at which these minutes are approved.

TRANSIT COMMISSION

December 12, 2022

4:30 p.m.

Section 6, Item B.

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Laurie Grosenick, Ald. Licht, and Tom Hahn. Absent was Cathy Egan. Also in attendance were Bill Hugin, manager of Watertown Transit and Megan Dunneisen, City Clerk.

1. Call to order

In absence of Egan, Ald. Licht called the meeting to order at 4:36 p.m.

2. Review & approve minutes of October 6, 2022

Motion was made by Hahn to approve minutes of October 19, 2022, seconded by Grosenick and motion carried by unanimous voice vote.

3. REVIEW RIDERSHIP / FINANCIAL STATISTICS

4. BUSINESS:

- A.** Review and discuss: progress and implementation plan for taxi fare increase. Transit commission discussed reasoning for elderly/disabled increase due to making number a whole number and to make fare amounts equal. The increase in out-of-town rates at a \$1.50 increase due to the amount of time the service takes that then also takes away from other calls. Once agreed upon at Finance, we will go ahead with a public hearing for the fare increase per DOT requirements. DOT has given their permission to go ahead with the next steps.
- B.** Review and discuss: Taxicab accident 2019 mini van in accident on November 14, 2022. Insurance has made us aware that the van is a loss and has provided numbers of what they will be giving to the City. Any monies will be put towards the purchase of a new vehicle.
- C.** Review and discuss: taxicab disposal and procurement. Dunneisen gave update on vehicles that are up for disposal and what year they are marked in BlackCat as projects. Also reviewed the forms for the city doing our own procurement to purchase a non ada minivan in 2023. Dunneisen has informed commission that two purchase orders have gone in to Ken Richards after approval of the DOT to purchase two Ford Transits using money from the 2021 and 2022 capital grant funding.

4. Set next meeting date

The next meeting date will be February 13 at 5:00 p.m.

5. Adjournment

Motion was made by Hahn to adjourn meeting at 5:26 p.m., seconded by Bainbridge and motion carried by unanimous voice vote.

Megan Dunneisen, City Clerk

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**SITE PLAN REVIEW COMMITTEE
December 12, 2022**

Section 6, Item C.

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes, Ben Olsen, Kristine Butteris, Mike Zitelman, Maureen McBroom, Anthony Rauterberg, and Stacy Winkelman. Also in attendance were Nikki Zimmerman, Sonja Kruesel of Vandewalle & Associates, Stephanie Pirkel, and Kyle Pirkel.

1. Call to Order

The meeting was called to order by Acting Chairperson Sonja Kruesel.

2. Review and approve Site Plan Review Committee Minutes Dated November 14, 2022

Motion was made by Anthony Rauterberg and seconded by Stacy Winkelman to approve the November 14, 2022 Site Plan Review minutes as submitted. Unanimously approved.

3. Review and take action: 208 S. Third Street – Rage rooms, arcade, escape rooms

Kyle and Stephanie Pirkel were present to discuss the proposed use of rage rooms, arcade equipment, and a paint splatter room with the potential for escape rooms at some point in the future. There will not be alcohol allowed on site.

The following was presented by city staff:

Fire:	A Knox Box will be required. An inspection will be required prior to opening. If escape rooms are implemented in the future, the Fire Department should be contacted to discuss the sprinkler system requirements associated with that use.
Police:	Verified the hours of operation. The applicants stated they will be done by 10 p.m. on Friday and Saturday and no later than 7 p.m. on Sunday.
Building:	If any structural work is being completed, architectural plans will need to be submitted.
Street:	Asked about the disposal of the wrecked equipment. The applicants stated the company they will be using will be a private company. Whatever can be recycled will be and whatever cannot, will be placed in the garbage.
Stormwater/Engineering:	If there is ever any work that occurs on the exterior of the property, be sure to check in with these departments (Stormwater and Engineering).
Zoning:	The current zoning is CB, Central Business and this will require a conditional use permit approval by the Plan Commission. This item is going before the Plan Commission on this same date (December 12 th).

Motion was made by Maureen McBroom and seconded by Kristine Butteris to recommend approval to the Plan Commission for this item as submitted with the following conditions:

- A) Knox Box shall be installed on the building.
- B) Inspection will have to be completed by the Fire Department before the business opens.
- C) Ensure any structural alterations or signage is discussed with the Building, Safety & Zoning Department.
- D) Hours of operation shall stay within the compliance of the Police Department.
- E) Discuss the sprinkler system with the Fire Department at the time the escape rooms are installed.

Unanimously approved.

4. Adjournment

Motion was made by Kristine Butteris and seconded by Stacy Winkelman to adjourn. Unanimously approved.

Respectfully submitted,
Nikki Zimmerman, Recording Secretary

NOTE: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

PLAN COMMISSION
December 12, 2022

Section 6, Item D.

The Plan Commission met on the above date at 4:30 p.m. in the Council Chambers, second floor of the Municipal Building.

The following members were present: Mayor Emily McFarland (Chair), Jaynellen Holloway (Director of Public Works/City Engineer), Nick Krueger, Brian Konz, Brian Zirbes, Alyse Talaga, Sonya Kruesel, and James Romlein (Recording Secretary).

Citizens Present: Mark Tomashek, Ruth Mack, Stephanie Bartz, Kyle with Stephanie Pirkel, and Chris Leisure.

1. Call to order

Mayor McFarland opened the meeting at 4:31 and introduced the new technology to the members.

Mayor McFarland introduced Brian Zirbes as a new member of the Commission and our new Zoning Administrator. He provided an overview of his family, employment history, and expressed delight with the welcoming staff and the community.

2. Review and take action: Site Plan Review minutes dated November 14, 2022

Motion to approve Konz, Second by Holloway, no discussion
Unanimous by voice vote.

3. Business

A. Conduct public hearing: 208 S. Third Street – Conditional Use Permit (CUP) request for Indoor commercial entertainment under Sections 550-34B(2)(f) and 550-52H

Background:

Stephanie & Kyle Pirkel, applicant, and Loeb and Company, LLP, property owner, are proposing to operate rage rooms, an arcade, splatter painting, and escape rooms at 208 S. Third Street. 208 S. Third Street is zoned Central Business (CB).

Mayor McFarland opened the public hearing, invited any interested parties wishing to comment to approach the microphone and speak. After no one spoke, the Mayor closed the public meeting.

B. Review and take action: 208 S. Third Street – Conditional Use Permit (CUP) request for Indoor commercial entertainment under Sections 550-34B(2)(f) and 550-52H

The following information has been identified as pertinent to this action and was summarized by Sonya Kruesel.

A summary of the applicant's business deployment stages was provided as well as a summary of the legislative track and departmental approvals received, future submittal requirements based on future plans and other matters.

a. Under Section § 550-34B(2)(f)

(2) Principal land uses permitted as conditional use (per § 550-45B):

- (a) Clear-cutting.
- (b) Indoor institutional.
- (c) Outdoor institutional.
- (d) Institutional residential.
- (e) In-vehicle sales or service.
- (f) Indoor commercial entertainment.**
- (g) Outdoor commercial entertainment.
- (h) Commercial indoor lodging.
- (i) Bed-and-breakfast establishments.
- (j) Group day-care center (nine or more children).[1]

[1]Editor's Note: Former Subsection B(2)(k), Boardinghouse, which immediately fo
repealed 6-19-2018 by Ord. No. 18-4.

(k)Central business apartments (greater than 12 dwelling units).

[Added 6-1-2021 by Ord. No. 21-24]

b. Under Section § 550-52H:

H. Indoor commercial entertainment. Description: Indoor commercial entertainment land uses include all land uses which provide entertainment services entirely within an enclosed building. Such activities often have operating hours which extend significantly later than most other commercial land uses. Examples of such land uses include restaurants, taverns, theaters, health or fitness centers, all forms of training studios (dance, art, martial arts, etc.), small-scale alcoholic beverage production, bowling alleys, arcades, roller rinks, and pool halls.

(1) Regulations:

(a) *If located on the same side of the building as abutting residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet, or as far as possible, of a residentially zoned property.*

(b) *Facility shall provide bufferyard with minimum opacity of 0.60 along all borders of the property abutting residentially zoned property (see § 550-99).*

(2) *Parking requirements. One space per every three patron seats or lockers (whichever is greater) or one space per three persons at the maximum capacity of the establishment (whichever is greater).*

Decision:

Under 2017 Wisconsin Act 67:

62.23 (7) (de) Conditional use permits.

1. In this paragraph:

a. *"Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.*

b. *"Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.*

2. a. *If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.*

b. *The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.*

i. *Upon receipt of a conditional use permit application and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.*

4. *Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's*

Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
<i>If located on the same side of the building as abutting residentially zoned property, no customer entrance of any kind shall be permitted within 150 feet, or as far as possible, of a residentially zoned property</i>	Yes	No	Yes	No	Yes	No

If Plan Commission answers "no" to the last of the questions, above, the CU permit must be denied.

Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
<i>Facility shall provide bufferyard with minimum opacity of 0.60 along all borders of the property abutting residentially zoned property (see § 550-99).</i>	Yes	No	Yes	No	Yes	No

If Plan Commission answers "no" to the last of the questions, above, the CU permit must be denied.

Criteria	Applicant Provided Substantial Evidence		Opponent Provided Substantial Evidence		PC Finds Standards Met	
<i>One space per every three patron seats or lockers (whichever is greater) or one space per three persons at the maximum capacity of the establishment (whichever is greater).</i>	Yes	No	Yes	No	Yes	No

If Plan Commission answers "no" to the last of the questions, above, the CU permit must be denied. Otherwise, proceed to the condition of approval.

duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.

5. *If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10*

Recommendations:

Approve the Conditional Use Permit without conditions, based on successfully providing substantial evidence of regulatory compliance.

Engineer Holloway asked if the recommendation included any time limits for the hours of operation. Sonja Kreusel: No

Mayor McFarland observed that, should there be any plans to change the hours of operation, advice of the proposed changes would need to be provided to public safety to permit adjusting the conditional use permit.

Romlein commented on the inviting anticipation of the venue and moved for approval as recommended, Second by Holloway

Mayor McFarland also expressed a welcome to the facility which will support the ongoing development of a vibrant downtown with diverse entertainment and provided a brief snippet on the planned "Rage Room".

Mayor McFarland summarized a meeting with Ruth Mack and expressed her excitement to welcome the facility.

C. Review and take action: 1209 Lisbon Street – Preliminary certified survey map (CSM)

Section 6, Item D.

Sonja Kruesel provided a summary of the preliminary CSM request which proposed to divide a single property into four individual parcels.

The location is Lisbon Street, west of town in the vicinity of Votech Drive. The property is zoned PR-6 two family residential, and the primary concern is compliance with the minimum lot size and road right of way dedications requirements.

This request meets all the requirements.

Mayor McFarland opened Graphic Information System (GIS) rendering of the property on the Council Room display(s) allowing the Members and the Proposer to review and discuss the specifics of the proposal

Mayor McFarland summarized the project, expressed support for the future of the action which could facilitate housing, and asked for a motion to approve without conditions.

**Motion by Holloway, Second by Krueger
Unanimous by voice vote.**

Mayor McFarland executed the effecting documentation for the petitioner.

D. Review and take action: W4451 River Road – Township preliminary certified survey map (CSM) request

Mayor McFarland opened the CSM request and Sonja Kruesel provided the item setup noting that this action is in the Township of Watertown and our actions is an ETJ (Extra Territorial Jurisdiction) with limited specific comment authority for the City of Watertown .

Using the GIS graphic system, Sonja Kruesel explained the project in detail and showed the location of the dedicated turn around at the end of the road which is included in the plan.

Background:

Karen A. Kerr is looking to split one 91.5-acre parcel into two parcels; parcel 1 being 48.9-acres and parcel 2 being 42.6-acres. This parcel is located within the Town of Watertown.

Relevant Information:

The following information has been identified by the City of Watertown Zoning & Floodplain Administrator as pertinent to this action:

- i. Roadway dedication. Applicant is dedicating required cul-de-sac turn at extension of River Road to ensure parcel has property road frontage.
- ii. Airport Approach Protection Zone elevation information. Development of any structures shall comply with the maximum elevation for the City of Watertown Airport Approach Protection Zone.

Recommendation

Approve the preliminary extra territorial CSM with conditions as identified by the City of Watertown Plan Commission and include a Note in the CSM stating that any structures will comply with the City of Watertown Airport Approach Protection Zone max elevation.

Mayor McFarland summarized the CSM elements and asked for a motion to approve the CSM with the provision of the Airport Approach Protection Zone requirements.

**Motion by Konz, Second by Talaga
Unanimous by voice vote.**

4. Adjournment

Motion to Adjourn by Romlein, Second by Holloway
Unanimous approval by Voice Vote
Meeting closed at 4:45 p.m.

Respectfully Submitted,
James W. Romlein Sr. PE
Recording Secretary

Note: These meeting notes are uncorrected, and any corrections made will thereto be noted in the proceedings at which these minutes are approved.

SITE PLAN REVIEW COMMITTEE
January 23, 2023

Section 6, Item E.

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Mayor Emily McFarland; Brian Zirbes of Building, Safety & Zoning; Doug Zwieg of Building, Safety & Zoning; Jeff Meloy of the Police Department; Kristine Butteris of Parks, Recreation & Forestry; Tim Hayden of the Water Department; Maureen McBroom of Stormwater Utility and Engineering; Anthony Rauterberg of the Fire Department; and Matt Willmann of the Street Department. Also in attendance were Nikki Zimmerman of Building, Safety & Zoning; Mason Becker of Strategic Initiatives and Development; Evan Reis-Green of Hearing Protection, LLC; Tracy Brown of JSD Professional Services, Inc.; and David O'Brien of Bayland Buildings.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Review and approve Site Plan Review Committee Minutes Dated December 12, 2022

Motion was made by Doug Zwieg and seconded by Kristine Butteris to approve the December 12, 2022 Site Plan Review minutes as submitted. Unanimously approved.

3. Review and take action: 801 S. Twelfth Street – Building addition and new parking lot construction

David O'Brien explained the proposed project. Griffin Armament is proposing an addition consisting of manufacturing and offices. There will also be a second floor with offices and a breakroom. The exterior of the building will match the existing building.

The following was presented by city staff:

Stormwater/Engineering: Regarding the new entrances on Twelfth Street, some curb cut permits and sidewalk permits will be required through the Engineering Department. If any staging occurs within the public right of way, a Permit to Occupy the Right of Way would be required through the Engineering Department as well. A stormwater permit application and packet must be submitted to Maureen McBroom of the Engineering Department. There is a stormwater utility credit program available.

Police: Asked about the firing range and if it would be open to the public. It was confirmed that the firing range will not be open to the public and is for testing and demonstrative purposes only.

Fire: A Knox Box will be required. An inspection, including a sprinkler test will be required.

Building: Plans will have to go to state for review and the subcontractors will have to pull their permits.

Mayor: Voiced support

Motion was made by Doug Zwieg and seconded by Maureen McBroom to recommend approval to the Plan Commission for this item as submitted with the following conditions:

- A) Approval of a stormwater permit.
- B) Installation of a Knox Box.
- C) Appropriate permits being pulled through the Building, Safety & Zoning Department.

Unanimously approved.

4. Adjournment

Motion was made by Emily McFarland and seconded by Maureen McBroom to adjourn. Unanimously approved.

Respectfully submitted,
Nikki Zimmerman, Recording Secretary

NOTE: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

PLAN COMMISSION MINUTES
January 23, 2023 at 4:30 p.m.

Section 6, Item F.

The Plan Commission met on the above date and time in the Council Chambers.

The following members were present: Mayor Emily McFarland (Chair), Jaynellen Holloway PE (Director of Public Works/City Engineer), Brian Zirbes (Zoning), Alyse Talaga (Citizen Member), Brian Konz (Park & Rec. Rep), Melissa Lampe (Citizen Member), Nick Krueger (Citizen Member), and James Romlein PE (Recording Secretary).

Others Present: Andrew Beyer PE (Assistant City Engineer), Evan Reis-Green, and David O'Brien.

1. Call to order

Mayor McFarland opened the meeting at 4:31 p.m.

2. Approval of Minutes

A. Review and take action: Site Plan Review minutes dated December 12, 2022

Mayor McFarland opened the item and called for an action.
Motion to approve by Holloway, Second by Konz

Mayor McFarland asked for comments or questions - hearing none, called the question.
Unanimous by voice vote.

B. Review and take action: Plan Commission minutes dated November 14, 2022

Mayor McFarland opened the item and called for an action.
Motion to approve by Konz, Second by Holloway

Mayor McFarland asked for comments or questions - hearing none, called the question.
Unanimous by voice vote.

C. Review and take action: Plan Commission minutes dated December 12, 2022

Mayor McFarland opened the item and called for an action.
Motion to approve by Holloway, Second by Tolaga

Mayor McFarland asked for comments or questions - hearing none, called the question.
Unanimous by voice vote.

3. Business

A. Introduction of new Plan Commission member - Melissa Lampe

Mayor McFarland introduced the new Plan Commission member, Melissa Lampe and invited her to introduce herself.

Melissa Lampe serves as the Main Street Director, served on the City Historic Preservation committee since 2008, is the President of the Watertown Historical Society, and is a frequent participant at City Hall activities.



B. Review and take action: 801 Twelfth Street -Building Addition

Mayor McFarland opened the action item and called on Mr. Zirbes for an overview of the project.

Mr. Zirbes provided a summary of the Site Plan review of December 12 shown below.

David O'Brien from Bayland Buildings is the agent for the building addition proposal.

SITE DETAILS:

Acres: 2.03

Current Zoning: GI General Industrial

Existing Land Use: Industrial

Future Land Use Designation: Mixed Industrial. No identified conflicts with Comprehensive Plan.

BACKGROUND & APPLICATION DESCRIPTION:

Applicant is proposing an approximately 38,755 sq. ft. addition to the existing building, formerly Watertown Packaging. Site plan modifications include removing and relocating the existing parking lot and storm sewers, as well as additional landscaping improvements. Existing exterior building materials include stone veneer and metal panel siding. The stone veneer is to be removed with the building addition. Proposed new building materials include aluminum composite material panels (AMC), steel wall panels, and precast concrete panels. Applicant has submitted a color rendering of the proposed exterior building materials for review. A new entrance and several new windows on two floors are proposed on the west elevation (S.12th St.). The loading dock will remain in its current location.

Land Use and Zoning:

Within the GI General Industrial zoning district 'Light Industrial' as a principal land use and 'On-site Parking Lot' as an accessory use are permitted by right. The property is subject to Airport Height Limitations with all parts of the structure being below the maximum height 924 feet above mean sea level allowed at this location.

Site Layout and Design:

The proposed addition meets building and pavement setbacks, as well as the maximum building height limits for the GI General Industrial zoning district. The west elevation (S.12th Street.) is the front lot line, per zoning code definitions, with a required setback of 25ft. The north elevation (Mary St.) is a street-side lot line also requiring a 25ft setback. The south elevation is a non-residential side lot line requiring a 20ft setback. The east elevation is the rear lot line requiring a 30ft setback. The required pavement setback is 10ft for the front and street-side lot lines, and 5ft for side and rear lot lines. The height of the proposed addition is 31ft, below the 35ft maximum building height in the GI General Industrial zoning district.

Vehicle Access and Circulation

The proposed vehicle access moves the main parking lot access to the south end of the property off Clark Street, while also maintaining the Mary Street access on the north end of the property. A separate double driveway loop is being added from South 12th Street.

Landscaping: The proposal meets minimum landscaping requirements. Landscape point calculations have been provided by the applicant in the site plan. The project has a LSR (Landscape Surface Area Ratio) of 22% meeting and exceeding the minimum LSR of 15%.

Parking:

Parking requirements in the GI General Industrial zoning district require one space per each employee on the largest work shift. Applicant has indicated that the largest work shift at the facility will be 40 employees. Site Plan includes 62 parking stalls meeting and exceeding the one stall per employee requirement.

Lighting:

An exterior lighting plan that includes shielded lighting fixtures and the required lighting for parking, loading, and circulation areas has been submitted by the applicant.

Mayor McFarland noted that, at the Site Plan Review, the Committee also approved a stormwater plan which had been approved by engineering, a Knox Box, and all the appropriate permits be submitted for this project.

Engineer Holloway also noted that at Site Plan meeting, the Committee also approved a possible modification to one of the Twelfth street entrances to serve special parking. Mayor McFarland explained that, during a discussion with the interested parties before the meeting, it was agreed that this matter would remain as proposed and brought forward in the future, when relevant. Mayor McFarland complimented the comprehensive plan summary delivered by Mr. Zirbes and asked the interested parties if they wished to add anything to the summary. They declined.

The Mayor then asked for a motion to approve with the condition that the applicant will obtain sign permits for any proposed on-building or onsite signage.

Motion to approve by Romlein, Second by Holloway

Mayor McFarland expressed her appreciation for the extra effort and resources that will be incorporated in the exterior aesthetically pleasing design of the structure, noted the significant tax base contribution on Twelfth Street, and that this is the first fruits of our focus initiative in TID #7.

The Mayor then asked for comments or questions - hearing none, called the question.

Unanimous by voice vote.

4. Adjourn

Motion to Adjourn by Holloway, Second by Lampe

Unanimous approval by Voice Vote

Meeting closed at 4.52 p.m.

Respectfully Submitted,
James W. Romlein Sr. PE
Recording Secretary

Note: These meeting notes are uncorrected, and any corrections made will thereto be noted in the proceedings at which these minutes are approved.



FINANCE COMMITTEE MEETING MINUTES

MONDAY, JANUARY 23, 2023 AT 5:30 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

Members present: Mayor McFarland, Alderpersons Bartz, Davis, and Lampe

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Police Chief Robert Kaminski, Public Works Director Jaynellen Holloway, Parks/Rec Director Kristine Butteris, Ben Olson, Andrew Beyer

1. **Call to order.** Mayor McFarland called the meeting to order at 5:31 p.m.
2. Review and approve: A motion to accept the **minutes of the January 9, 2023**, meeting was made by Ald. Lampe, seconded by Ald. Davis, and approved unanimously by voice vote.
3. Police Dept staff presented a request to hire Mindy Fry to fill the open vacancy of Records Clerk/Specialist in the Police Department at Grade G, Step 4 [\$23.35/hr.]. The job description has been rewritten. A probably glitch took place in uploading the associated paperwork. Motion by Ald. Davis, seconded by Ald Bartz, to hire, and approved unanimously by voice vote.
4. Two capital funds projects (**911 system rebuild [\$77,561], Riverside restroom replacement [\$491,000]**) have modified in their scope and needs since the budget was presented and approved for Capital Improvements and borrowing. Mr. Stevens presented possible sources and options for affording the additional \$569,000.

Watertown is purchasing its 911 upgrade in conjunction with Jefferson County. The County had included the city equipment in its grant proposal, as the back-up to the County, but this was not approved by the State. Extended conversation took place on the added expense of the Riverside restroom quotes. The consensus was to expand the pursuit of a prefabricated structure or to wait for better pricing at a later time.

Ald. Lampe moved, supported by Ald. Davis, to **move \$77,561 from the Annual Streets allocation and add to the 911 system rebuild**. Approved by unanimous voice vote.

5. Engineering presented **three bids for the Riverside Park Restroom construction**, with low bid offered by Ray Stadler Construction Co. for \$1,154,800. In light of earlier conversation, Ald. Davis moved to reject all bids, seconded by Ald. Lampe, and unanimously approved by voice vote. A change order to the original bid, a savings of \$62,260 due to value engineering, had been included, but was not discussed.
6. Details of the **Achievement Recognition Award (ARA)** were presented as a recommend addition to the Employee Handbook. This is funded for \$10,000 in the 2023 General Fund. Ald. Davis moved, seconded by Ald. Bartz, to approve as presented, and all approved through voice vote.
7. Mr. Stevens provided a memo that summarized the loss of interest income due to the necessity of keeping liquid funds available at BMO Harris in a non-interest bearing account. He has worked with our bankers to pursue an **interest-bearing money market account** at the bank that will automatically move any balance in excess of \$50,000 each night, earning interest, currently at 3.75%. The money market account adheres to the City's current requirement that all funds are deposited in collateralized accounts. A motion by Ald. Bartz, seconded by Ald. Lampe, was made to approve Mr. Stevens to open this account. Motion approved unanimously by voice vote.

8. The **Watertown Riverfest Inc.** non-profit organization provided ample documentation to prove the establishment of this entity. Attorney Chesebro has conducted an initial review of the agreement between the City and Watertown Riverfest Inc. and has suggested a few alterations in regards to transfer of logo and intellectual property, meeting with city departments in April to partner for assistance, and special event permitting allowances. Another iteration of the agreement will take place between parties before presentation to the City Council. Ald. Bartz, supported by Ald. Davis, recommended the resolution be presented to Common Council. Approved by voice vote with Ald. Lampe abstaining from the vote.
9. Ald. Bartz, supported by Ald. Lampe, motioned to **convene into closed session** per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (**K. Lambrecht v. City of Watertown**). The committee unanimously approved through a roll call vote.
10. The committee reconvened into open session.
11. A motion was made by Ald. Bartz, seconded by Ald. Lampe, to **convene into closed session** per Wis. Stat. Sec. 19.85(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (**First Amendment of Development Agreement and Purchase Agreement between Riverhouse on the Rock LLC fka Main Street Watertown LLC and the City of Watertown**). The committee unanimously approved through a roll call vote.
12. The committee reconvened into open session.
13. Ald. Lampe, supported by Ald. Davis, motioned to **convene into closed session** per Wis. Stat. Sec. 19.85(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (**Assignment and Assumption of Substitute Development Agreement between Watertown Square LLC and the City of Watertown**). The committee unanimously approved through a roll call vote.
14. The committee reconvened into open session.
15. A motion was made by Ald. Lampe, seconded by Ald. Davis, to **convene into closed session** per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (**668 Johnson Street and 621 Bernard Street**). The committee unanimously approved through a roll call vote.
16. The committee reconvened into open session.
17. Adjournment. Ald. Lampe moved to approve adjournment at 7:43, seconded by Ald. Davis, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

PUBLIC SAFETY & WELFARE COMMITTEE

Section 6, Item H.

February 1, 2023

The Committee met at 5:00 p.m. in Room 2044 of the Municipal Building. Members present were Alderpersons Davis, Schmid, Licht and Smith. Also in attendance were Alderperson Bartz, Assistant Police Chief Olsen, Assistant City Engineer Beyer, and Street Division Operations Manager Stacy Winkelman. The following citizens were present: Steve & Carol Mertins.

1. **Roll Call:** All Committee members were present.
2. **Receive comments from the public:** No person wished to speak at this opportunity in the agenda, but preferred to wait until their item of interest was being considered.
3. **Approval of Minutes:** The minutes for the January 4th meeting had already been presented to the City Council without correction so those minutes were simply noted at this point in the agenda.
- 4.A **Review and take possible action: Handicap parking space at 500 S. Fifth Street.** The Seventh Day Adventist Church of Watertown, located at 500 S. Fifth Street, has requested that a temporary handicap parking space be approved to be used during church services. The Committee heard from one of the Church leaders who explained the need for such a space and how they hoped the parking space could work. The City Attorney advised the Committee that a parking space cannot change between regular parking and handicap parking based on the hour of the day. The two clearly permissible options were to designate a permanent on-street handicap parking stall adjacent to 500 S. Fifth Street or leaving the on-street parking as it is. The permanent change was not what the church wanted and the Committee thought it would be a possible solution if, instead of designating the space as handicap, it could become a loading zone site. After consultation with the City Attorney by Andrew it was learned that such a change would be permissible but that it would be a permanent change throughout the week. Andrew contacted the church pastor and explained all of the options. The church decided that they preferred to leave the space as a regular parking space, as it currently is today. Ald. Licht had made a motion, seconded by Ald. Smith, to present the "Loading Zone" option to the City Attorney. If that was legally permissible and also satisfactory to the church, an Ordinance would be presented to the Council. If that was not possible per the City Attorney, or if the Church did not find that acceptable, the Committee wished to leave the status quo in place. The motion passed unanimously. Subsequently, Andrew's contacts with the church pastor resulted in the decision to leave the status quo in place. **ACTION: None is required because the church has withdrawn its original request.**
- 4.B **Review and take possible action: Install additional one-way street signage on 200 block of S. Fourth Street.** A resident living near 200 S. Fourth Street has requested an additional one-way street sign directly across from the eastern parking area at 200 S. Fourth Street to remind patrons of the one-way status of S. Fourth Street. Occasionally, vehicles exiting that parking area turn right (the wrong direction). The cost of the sign would be minimal and is probably in stock. A temporary installation is approved until a permanent post can be installed. Ald. Davis made a motion, seconded by Ald. Schmid, to authorize the installation of this additional "One Way" sign. This motion carried unanimously. **ACTION: No Council action is required and the new sign will be installed as soon as possible.**
- 4.C **Review and take possible action: Amend Watertown Municipal Code Section 500-8, Heavy traffic routes.** The Main Street (Cole Memorial) Bridge in downtown Watertown continues to deteriorate. It is scheduled for replacement in 2025 or sooner, depending on design progress and available funding. The bridge is regularly inspected due to its condition and has recently been found to be able to safely carry vehicles only under a 20-ton weight limit. Engineering is recommending that the current Heavy traffic route status on the bridge be removed. Ald. Licht made a motion, seconded by Ald. Davis, to remove the Heavy traffic route status on Main Street between Church Street and First Street which will include the bridge. This motion carried unanimously. **ACTION: An ordinance will be presented and due to the safety factor involved, two readings of the proposed Ordinance will be requested at the next Council meeting.**

There being no further business to come before the Committee, a motion was made by Alderperson Davis, seconded by Alderperson Licht, to adjourn. The motion carried unanimously.

Respectfully submitted,

Fred Smith, Chairman

The following Tourism Commission members were present via Zoom Meeting or in person at Watertown City Hall: Conrad Talaga, Aaron David, Kristine Butteris, Steve Board, Cheryl Mitchell and Peter Wright
Also present; Robin Kaufmann Tourism Manager, Chamber of Commerce Executive Director Bonnie Hertel, Jonathan Lampe Council Member

1. The meeting was called to order by Aaron David at 8:00 am.
2. Review & Approve January Minutes. Steven Board made a motion to approve the January minutes and Peter Wright seconded the motion. The Commission voted to approve the minutes.
3. Old Business:
 - a. Financial Report: Robin Kaufmann reported Month to Date information as of February 1, 2023
Motion to approve the financials was made by Conrad Talaga and seconded by Peter Wright. The Commission voted to approve the financials.
 - b. Marketing Plan – review and take possible action on marketing plan
 1. 2022 Visitor Guides: Revisions to the guide are still being made. The Watertown guide goes to print February 13th.
 2. Ad opportunities: Nothing to report
 3. Website build: The build is in progress and expected to be completed by approximately 3/1/23
 4. Video production: Video shoots are ongoing including content from the recent Downtown Open House.
 - c. Review and take possible action on Mural Restoration projects: Nothing to report
 - d. Hotel Stay updates:
National weekday corporate business is still trending 10-20% down from 2019
December occupancy for the Wisconsin South market was 41.4%. National occupancy rate was 53.6%
January estimated occupancy nationally was 53.1%. Local Market occupancy is approximately 40%
There are not many events on the calendar for February that will bring business to the local market.
 - e. Discuss and take possible action on Watertown Riverfest objectives:
This week the Watertown Daily Times will have an article on the transferring of the funds from the previous Riverfest entity to the Non Profit that will operate Riverfest going forward. The event is still likely to be 4 days August 10-13th and will feature regional bands, a car show, traditional events and new events. The organization will file for a Special Events permit in March.
4. New Business
 - a. Discuss and take possible action on Wisconsin Sport Services Grant
The Rock River Shoot-Out baseball tournament will take place June 3-4. Over 50 teams are expected to Participate. Wisconsin Sport Services is requesting a grant of \$1000 to help cover costs of banners, literature and field rental costs.
Conrad Talaga made a motion to approve the \$1000 grant and Steven Board seconded the motion. The Commission voted to approve the motion.
 - b. Discuss and take possible action on Watertown Jig Jog 5K.
The 5K will take place Saturday, March 18th. The race will start on Water Street near the new Town Square and the Public Library. A Motion to approve a \$250 grant was made by Steven Board and seconded by Conrad Talaga. The Commission voted to approve the funds.
 - c. Discuss and take possible action on Watertown Tourism Logo:
Conrad Talaga made a motion to approve the new logo for Watertown Tourism contingent on the approval of the appropriate person/department at the City of Watertown. Steven Board seconded the motion and the Commission voted to approve the new logo contingent on City of Watertown approval.

- d. Discuss and take possible action on mapme.com opportunity: The new website (visitwatertownwi.com) will have a mapping feature that duplicates many of the features on mapme.com. For now Commission will utilize the mapping from the website and take action on the mapme.com website. Section 6, Item 1.
- e. Review Manager's report of previous month's tasks: Attached
- f. Commission members' report of upcoming events: MBU is hosting a large Leadership to Leader Conference March 9-10. Speakers will be coming from out of state to present and workshops will be available. Attendees will utilize local hotels. The event is open to the public. The Brass Artist Series will take place at Maranatha in February. A candle light walk at Brandt Quirk park will take place February 11 LPS will host a basketball tournament March 3 and 4 Grand Opening of the Town Square will be May 20th

Adjournment – Motion to adjourn the meeting made at 8:53am made by Steven Board and seconded by Conrad Talaga

Agenda items:

A reminder from Robin to have all requests for additions to the next meeting's agenda to her by the Tuesday the week before the meeting.

The next meeting will be at 8:00 am March 9, 2023, via Zoom or you may attend in person at Watertown City Hall
NOTE: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Submitted by,

Cheryl Mitchell, Secretary

Manager's Report – January

Social Media Report**Facebook: 133 new followers (Post reach 128,948)****Visitwatertownwi.com: Transitioning to new site****Instagram: 28 new followers (1035 followers)**

- Regularly posted to social media (Watertown, Jefferson County)
- Attended JCATC Board Meeting
- Began adding content to new website, including over 100 business listings
- Joined Programming and Event Coordinator interview panel
- Participated in Watertown Riverfest planning meetings
- Attended Chamber Annual Dinner planning meeting
- Created and submitted content for Jefferson County and Watertown Tourism Guides
- Began writing Final Report for DMO Grant (Watertown Tourism and Jefferson County Tourism Council)
- Visited businesses/events to take photos for future promos:
 - Downtown Watertown Open House
 - Watertown Bridal Fair (vendor booth)

PUBLIC WORKS COMMISSION MEETING
Tuesday, February 14, 2023 at 5:30 PM

Commission members present: Alders. Bartz, Wetzel, Comm'r. Thompson
City employees present:
Public Works Director/City Engineer Jaynellen Holloway
Stormwater Utility Manager Maureen McBroom
Street Department Operations Manager Stacy Winkelman
Assistant Operations Manager Matt Willmann

1. CALL TO ORDER

Meeting was called to order at 5:31 p.m.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

3. REVIEW AND APPROVE MINUTES January 24, 2023

Motion to approve Ald. Romlein
2nd Comm's. Thompson
Carried by unanimous voice vote

4. BUSINESS

A. Review and Take Possible Action: Amend Watertown Municipal Code of Ordinances Chapter 453 Stormwater Ordinance - Article 1, Stormwater Management Utility

Engineering Division staff have drafted revisions to Article 1 Chapter 453, Stormwater Management Utility:

1. To clarify the formulas used to calculate the stormwater utility rate charges that were updated in 2020
2. To update the Stormwater Utility Credit program for residential properties to raise the rebate amount from \$15 to \$40 for installation of rain barrels, rain gardens, permeable pavement and other stormwater management practices.

Ald. Romlein asked if citizens will be given help and guidelines in establishing cisterns.

Broom stated that there would be help on the web and of course, the City would share any available knowledge.

Engineering Division staff respectfully request that these proposed revisions be moved on to the March 7, 2023 Common Council meeting along with proposed revisions to Article 2 and Article 3 of Chapter 453. (Article 3 is anticipated to be on the February 28, 2023 Public Works Commission agenda.) These revisions are being completed under a Wisconsin Department of Natural Resources (WDNR) Urban Nonpoint Source & Storm Water Planning Grant.

Motion to approve Ald. Ronlein
2nd Ald. Ruetten
Carried by unanimous voice vote

B. Review and Take Possible Action: Amend Watertown Municipal Code of Ordinances Chapter 453 Stormwater Ordinance - Article 2 Non Stormwater Discharges to Stormwater System

Engineering Division staff have worked with our stormwater consultant to revise portions of Article 2 of Chapter 453, Stormwater Management Utility:

1. To clarify and provide examples of non-industrial illicit discharges
2. To update acceptable methods of communication (electronic mail)
3. To clarify possible enforcement actions

Ald. Romlein received an affirmative answer after asking if the City would still be cutting curbs for residents. McBroom stated that a permitting process would be established for buildings and homes not in compliance.

Engineering Division staff respectfully request that these proposed revisions be moved on to the March 7, 2023 Common Council meeting along with proposed revisions to Article 1 and Article 3 of Chapter 453. (Article 3 is anticipated to be on the February 28, 2023 Public Works Commission agenda.) These revisions are being completed under a Wisconsin Department of Natural Resources (WDNR) Urban Nonpoint Source & Storm Water Planning Grant.

Motion to approve Ald. Ruetten
2nd Comm'r. Thompson
Carried by unanimous voice vote

C. Review and possible approval: Request to remove solid waste charges for 402½ E. Main Street

Kenn Fox runs Paramount Guitars, LLC out of 402 E. Main Street. He has stated that the unit above (402½ E. Main Street) is being used as office space and not as a rental. It has not been used as a rental in over 16 years. He is requesting that the monthly charge of \$14.08 for solid waste services be removed from his utility bill. Matt Willmann, Solid Waste and Recycling Assistant Operations Manager, has been in the unit in question many times and can confirm it is indeed being used as office space and a recording studio, not a rental unit.

Ald. Ruetten asked what the trigger would be when this or other building would be once again added to the rolls. Comm'r. Thompson stated that residents need to request a garbage bin.
Ald. Ruetten asked if this has been done in the past and was answered in the affirmative.

Motion to approve Comm'r. Thompson
2nd Ald. Ruetten
Carried by unanimous voice vote

D. Review and discuss: Allowing second garbage carts for residents

Winkleman shared that there are 16 adult homes in the City who need extra bins at a charge of \$9.29/month. The cost of a new cart is \$48 plus shipping and handling.
Ald. Ruetten asked for a number of requests in the past few years and Winkleman stated that while she is unsure of exact numbers she said that less than 10 and perhaps even five.
Holloway stated that if there is a temporary need it would be incumbent on the resident to notify the City when that time "expires."

5. ADJOURNMENT

Motion to adjourn Ald. Ruetten
2nd Ald. Romlein
Carried by unanimous voice vote
Meeting adjourned at 5:59 p.m.

Respectfully submitted,
Bob Wetzel
Public Works Commission Chair

Note: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

2023
YEARS OF SERVICE
RECOGNITION

FEBRUARY

JULIA PAULOWSKE
POLICE DEPARTMENT
5

NORA ACHILLI
POLICE DEPARTMENT
10

JODI BUSKA
WATER DEPARTMENT
10

BRAD FOX
FIRE DEPARTMENT
15

KIM HILLER
HEALTH DEPARTMENT
25

MARK FALTERSACK
PARK DEPARTMENT
35

MEMO

TO: Mayor McFarland and Common Council Members

FROM: Andrew Beyer, P.E.

DATE: February 15, 2023

RE: Main Street (Cole) Memorial Bridge Project Update

The Mayor and City Engineering Division staff met with Wisconsin Department of Transportation (WisDOT) SW Region and Bureau of Structures officials on February 15, 2023, to discuss the Main Street (Cole) Memorial Bridge project schedule, identified project barriers to achieving the 2024 advanceable construction date, and potential solutions to those identified barriers.

The City continues to work with WisDOT toward meeting the 2024 advanceable construction date. Bridge construction is anticipated to commence in the spring of 2024 and be completed in the fall of that same year pending resolve to identified project barriers within WisDOT identified project deadlines.

Feel free to contact me with any questions.

Andrew Beyer, P.E.
Assistant City Engineer

Main Office
920-262-4021

Lisa Famularo
920-342-0537

MEMO

TO: Watertown Common Council
FROM: Lisa Famularo, Media and Communications Director
DATE: January 31, 2023
RE: TextMyGov Texting Service Discontinuation

Common Council Members,

Media Productions will discontinue the TextMyGov texting service as of March 1, 2023 due to low citizen usage. At the time of this decision, the service was used by less than 300 unique phone numbers, including city staff.

The public will be notified of TextMyGov cancellation by the following means:

1. Text messages sent from TextMyGov to all subscribers.
2. Posts on city social media accounts
3. News item in the "latest news" section of the website.

TextMyGov users will be encouraged to use other means of communication: the City website, telephone, and social media pages/direct messaging.

Thank You,

Lisa Famularo



THE CITY OF
WATERTOWN

Section 7, Item D.

To: Common Council
CC: Mayor McFarland
From: Mason Becker, Strategic Initiatives and Development Coordinator
Date: February 13, 2023
Re: Bentzin Family Town Square Progress

Common Council Members,

As you may recall, the Bentzin Family Town Square was created through the donations and support of many area businesses, non-profits, and residents, as well as local government funding. This transformational project has been anticipated for some time, and I'm pleased to share that we are nearing final completion of what will be a unique community asset, which will further contribute to the continued renewal of the city's downtown.

Per Tony Meyers from Maas Brothers Construction, electrical power is now fully operational at the Town Square site. As you may have seen, the steel railings and guardrails have now been installed as well. When the weather is appropriate, the click lights will be installed in the stairway handrails. Temperatures and ice conditions on the river have prevented the team from installing the clips for the kayak dock thus far, so that item may be pushed back to the spring.

Favorable springtime weather will allow for much of the final work on this project. Landscaping work will be completed, the water feature will be finished, activated, and tested, and the kayak dock will be installed. The anticipated signage plaques, recognizing the many donors and supporters of the Town Square, will also be placed in designated locations at the site.

Security cameras, which are being coordinated by Chief Kaminski, are currently scheduled to be installed in March.

Finally, the Historic Art Wall, dedicated to the unique story of Watertown, will be completed, and installed during the summer of 2023.

Thank you for your support of the Bentzin Family Town Square, which will be a catalytic site and economic driver in our downtown for many years to come. We look forward to seeing you all at the Grand Opening scheduled for Saturday, May 20th.

Sincerely,

Mason T. Becker
Strategic Initiatives and Development Coordinator



Watertown Fire Department

Monthly Report January 2023





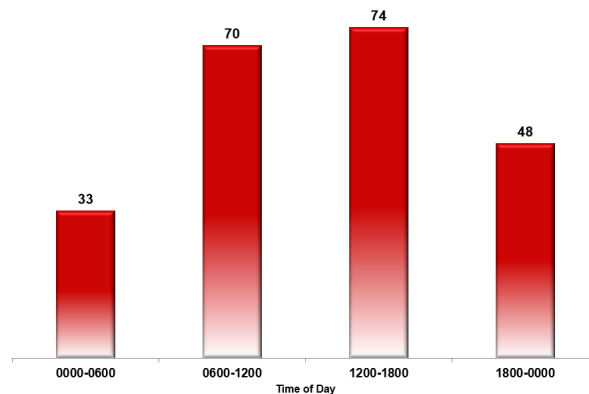
Watertown Fire Department Monthly Report

Operational Statistics

January Call Breakdown

Medical Calls	189
Fire Calls	26
Haz-Mat Calls	3
MVC Calls	7
TOTAL CALLS	225
Total Calls YTD 2022	225
Total Calls YTD 2021	240

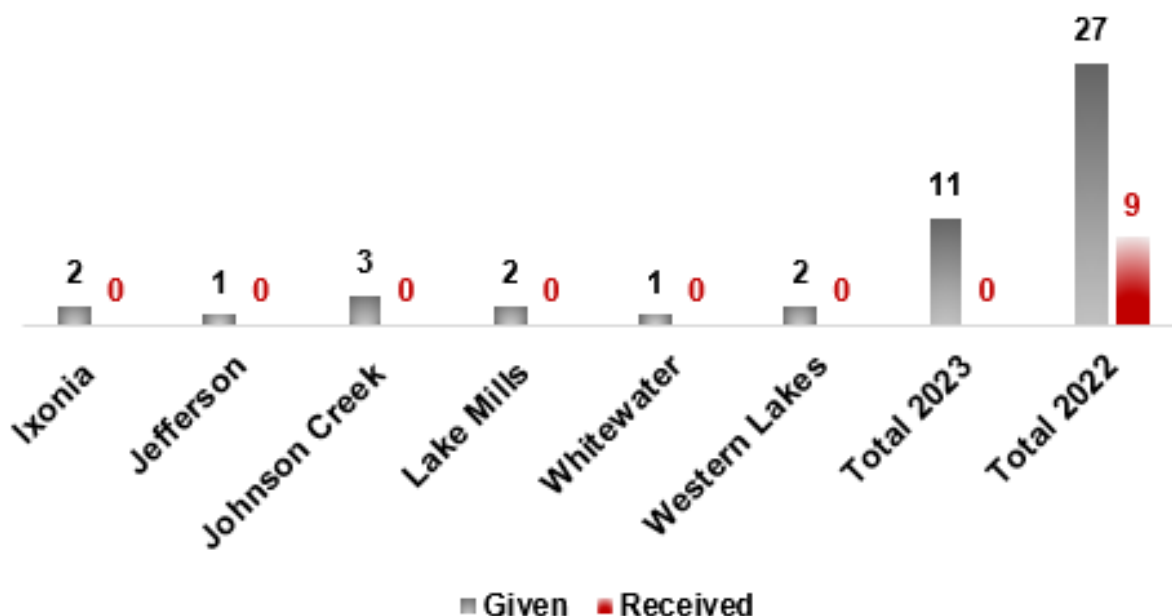
Calls by Time



Simultaneous Calls

2 nd out calls	36
3 rd out calls	3
Total	39
17% of the time we had multiple calls	

January Mutual Aid Calls



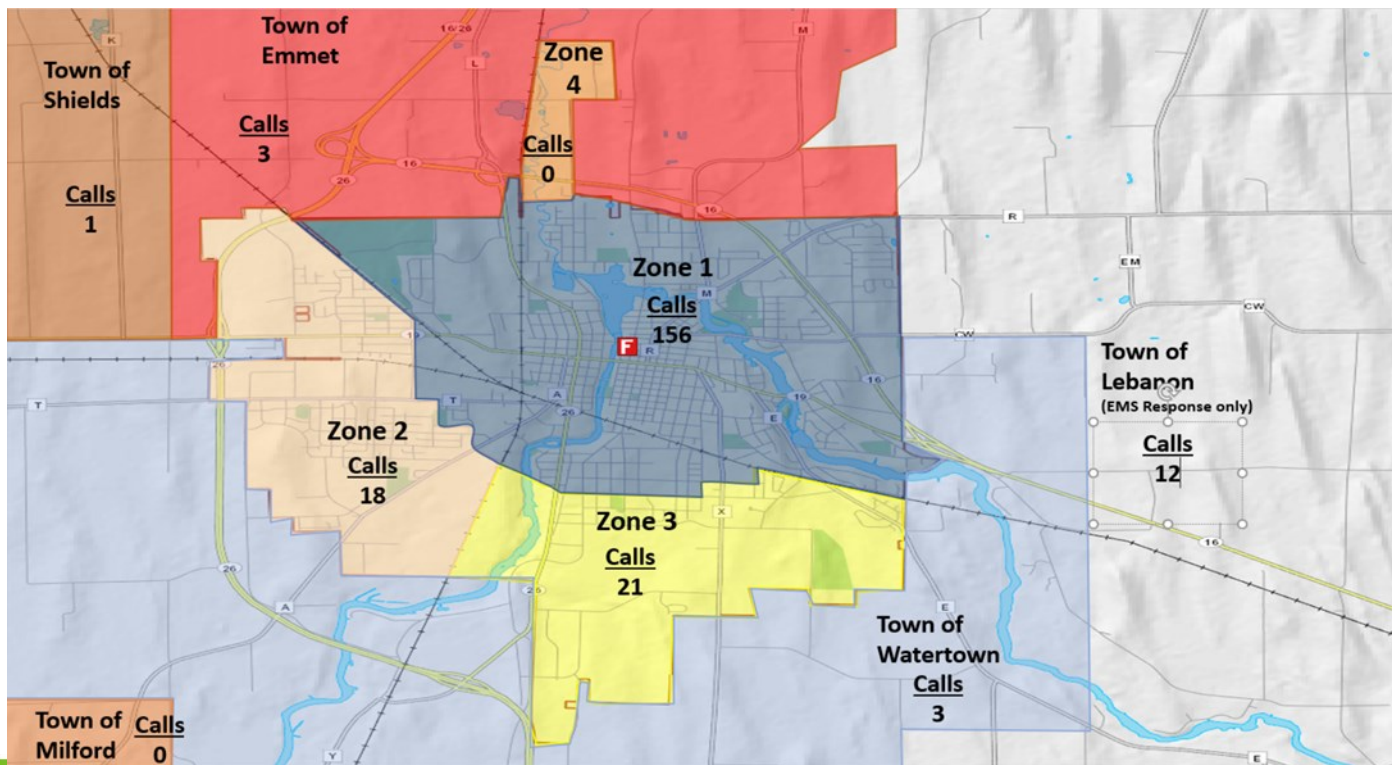


Watertown Fire Department Monthly Report

Operational Statistics

Section 7, Item E.

January Response Times						
Zone	Turnout Time			Response Times		
	Time from alarm to out the door			Time from alarm to arrival		
	EMS	Fire	Combined	EMS	Fire	Combined
Zone-1	1:23	1:29	1:24	5:05	3:15	4:57
Zone-2	1:36	:01	1:25	6:30	5:00	6:19
Zone-3	1:29	2:23	1:37	7:08	6:39	7:04
Zone-4	-	-	-	-	-	-
Zone- 11 Milford	-	-	-	-	-	-
Zone- 12 Town of Watertown	:20	-	:20	9:18	-	9:18
Zone- 13 Emmet	1:47	-	1:47	8:24	-	8:24
Zone- 14 Shields	:05	-	:05	10:47	-	10:47
Zone- 15 Lebanon	1:51	N/A	N/A	11:31	N/A	N/A
Delay due to Simultaneous Calls	3:11			8:05		
Department Standards- Turnout - 60 sec EMS/80 Sec Fire- Response- Fire & EMS 6 minutes						

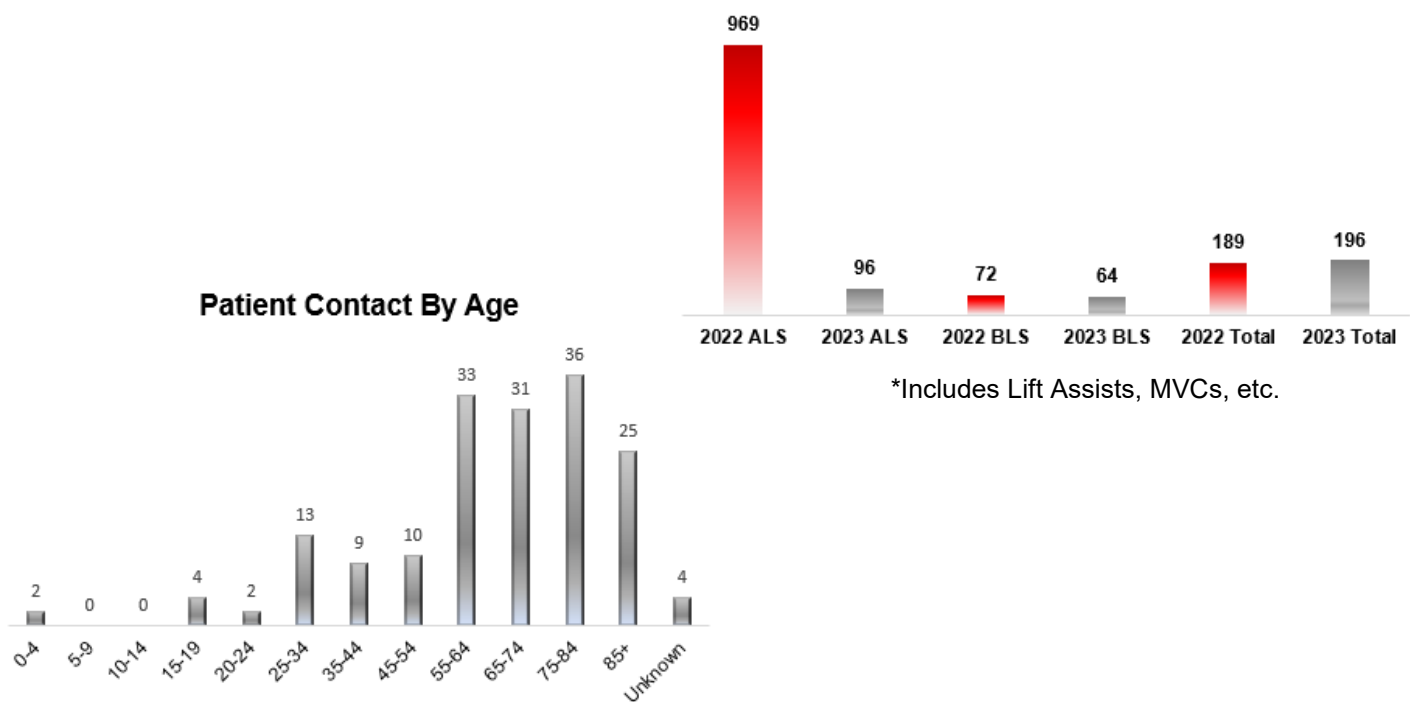




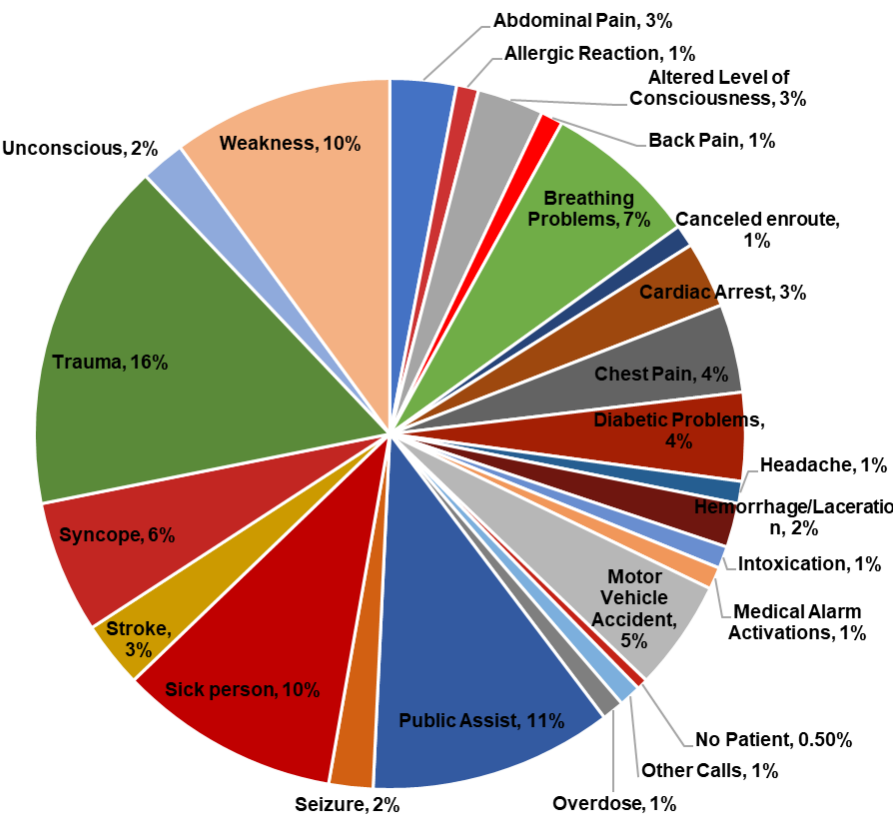
Watertown Fire Department Monthly Report

Emergency Medical Services

January Emergency Medical Calls



EMS Call Purpose by Provider Primary Impression



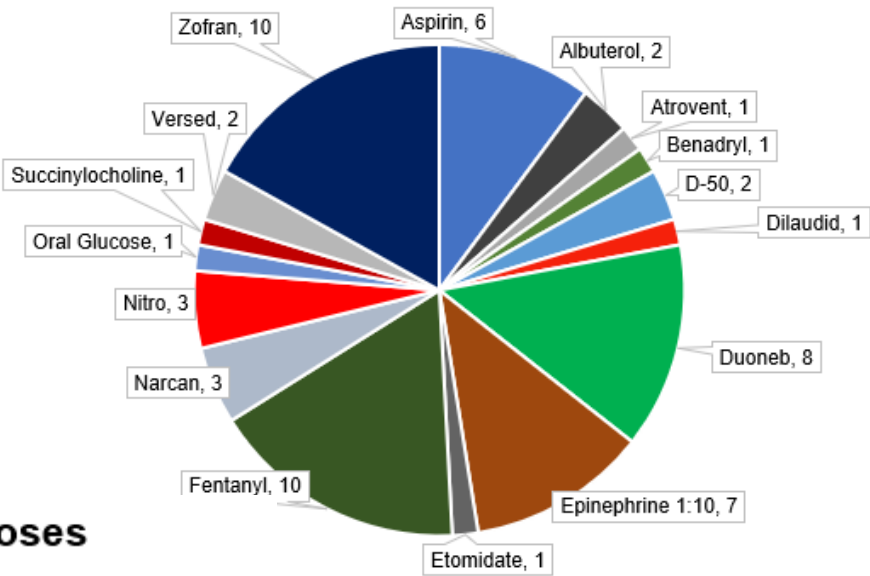
*Traumatic injuries includes Lift Assists, MVCs, falls, trauma related



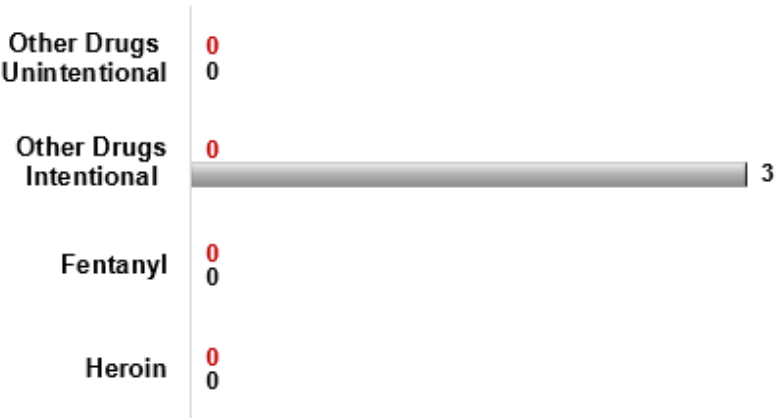
Watertown Fire Department Monthly Report

Emergency Medical Services

January Medications Administered

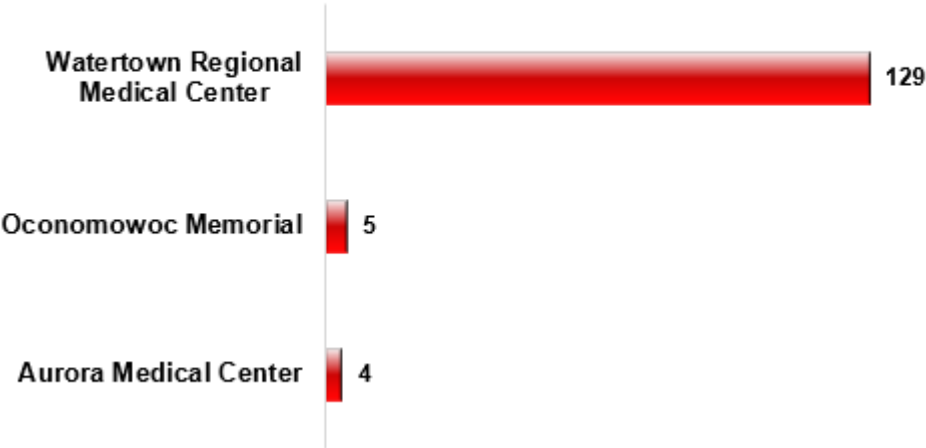


January Overdoses



■ 2022 ■ 2023

January Hospital Transports





Watertown Fire Department Monthly Report

Department Training

Section 7, Item E.

For the month of January, department members trained on the following:

Engine Company

SCBA Maintenance/Sanitizing
Confidence Course. Accordion Forward Crosslay

Truck Company

Lock out/Tag out

Rescue Company

Ice Rescue

EMS Training

Cold Weather Emergencies

Required Annual State Compliance Training

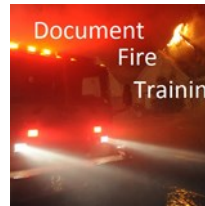
Total A Shift Training Hours	91
Total B Shift Training Hours	78
Total C Shift Training Hours	86.25
Total Shift Training Hours	255.25



132



135.5



96.25



73



30

**Total
Hours
466.75**

WRMC OB Training

Dr. Jason McMaster worked with the crew on OB emergency and delivery training.



The Fire Department along with other City Leaders attended a Management Training Class at MATC sponsored by the League of Wisconsin Municipalities

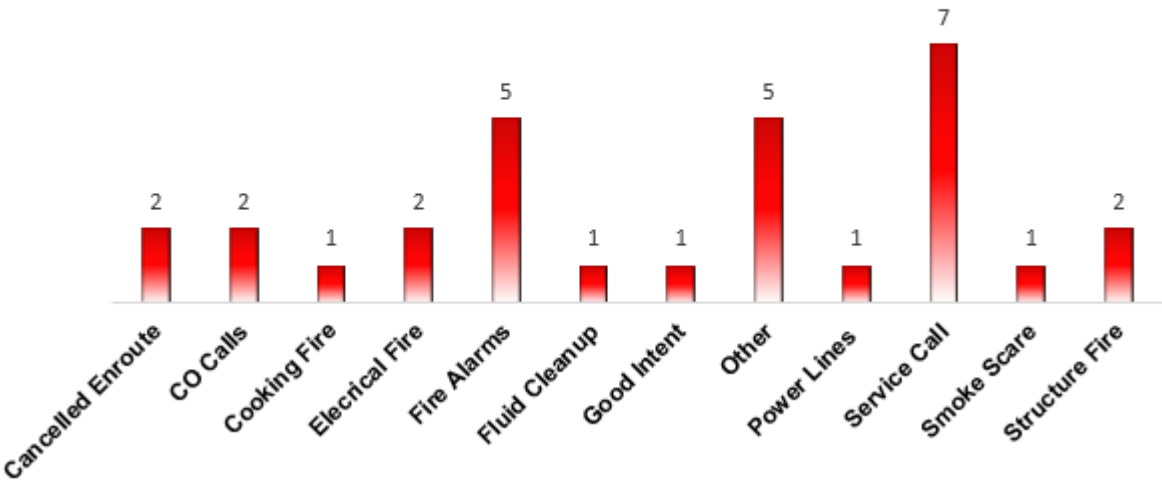




Watertown Fire Department
Monthly Report

Fire Incidents

January
Fire/Haz-Mat Calls



Watertown Fire Department
Monthly Report

Community Risk Reduction

January

Community Healthcare Coalition Events



January

Community Healthcare Coalition Contacts





Watertown Fire Department Monthly Report

Community Risk Reduction



22 Smoke Detectors Installed



1 Station Tour



4 CO Detector Installed



5 Community Events



2 Changed Batteries



2 Fire Drills Conducted



1 Home Safety Check



2 CPR Class



1 Public Speaking Events



12 Student/Public Riders

2022	2023	January
1406	1696	Outreached Citizens
36	23.5	Contact Hours

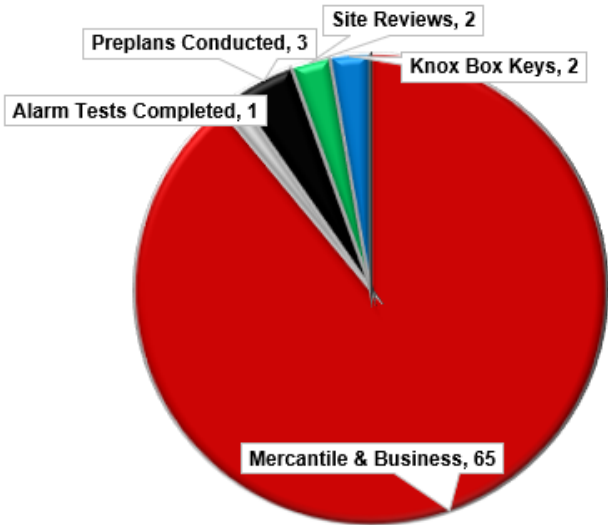


Watertown Fire Department Monthly Report

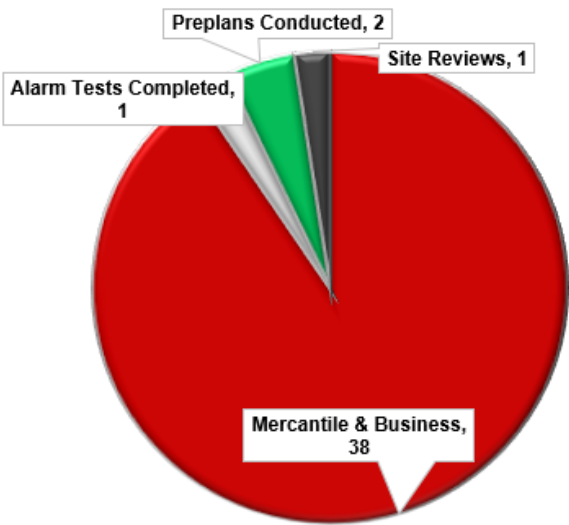
Community Risk Reduction



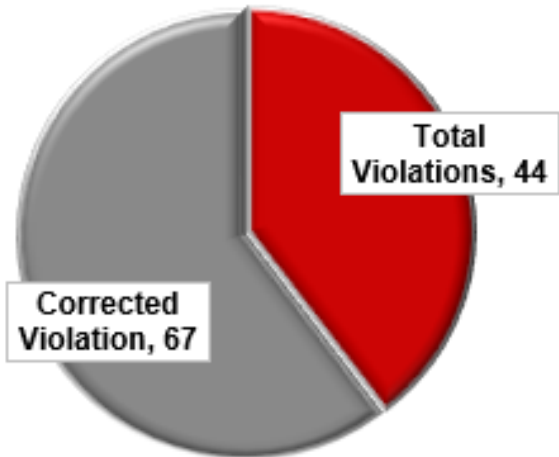
January Inspections/
Alarm Tests



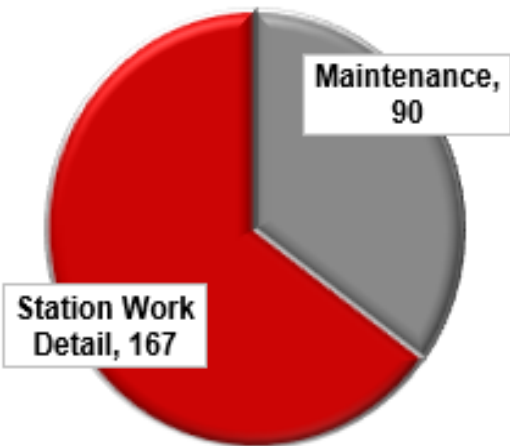
January Inspection/Test Hours



January Violations



January Maintenance &
Station Work Hours





Watertown Fire Department Monthly Report

Department Incidents

January 8th-Structure Fire

107 Cty. Rd U, Whitewater
Truck 71 responded to a MABAS alarm request for a recycling plant fire. The crew assisted with drafting, hydrant, and handline operations. They were on scene for almost 6 hours.

January 10th– Structure Fire

523 E. Linden St., Jefferson
E61 responded to a mutual aid call. The crew helped with fire extension, salvage, and overhaul. They were on scene for about 2 and a half hours.



Watertown Fire Department Monthly Report

January 30th–February 3rd

Watertown Fire Department held a week-long academy for new firefighters/paramedics Josh Boldt and Carlos Waldschmidt to learn the operations of the department. WELCOME Josh and Carlos!

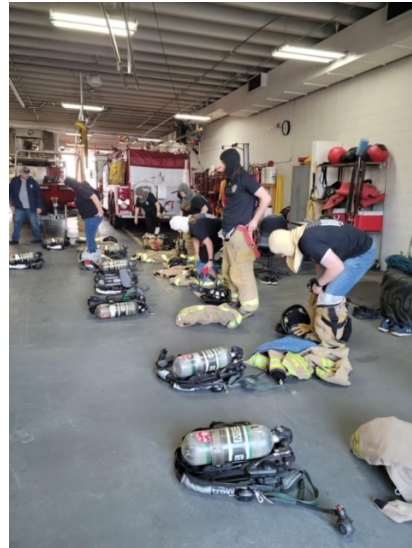




January 11th– Watertown Leadership Training and Station Tour

Watertown Fire Department, Watertown

The Leadership Watertown Class visited the Fire Department and learned about the tools and gear used, and toured the station.



January 11th– CPR Training

514 S. 1st St., Watertown

Deputy Chief assisted with a CPR class to City of Watertown Water Department employees.

January 27th– Medical Emergency and Overdose Training

100 S. Water St., Watertown Public Library

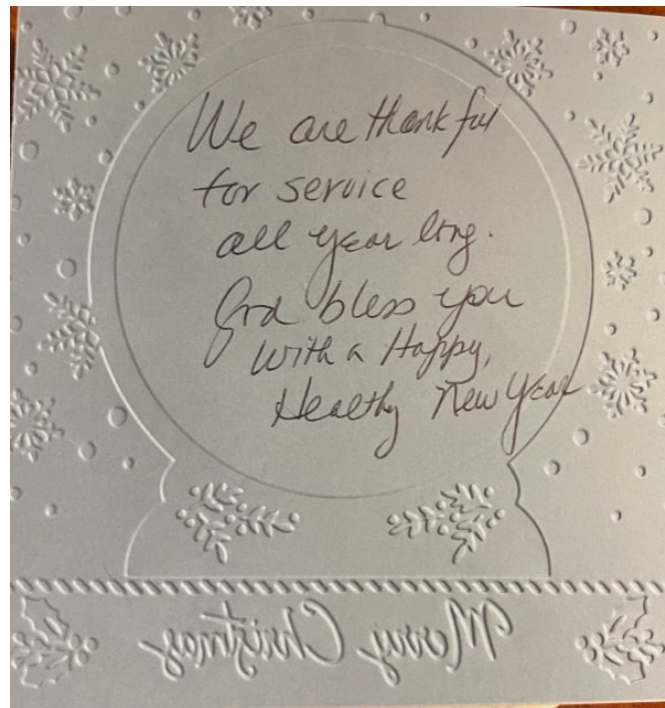
Deputy Chief Rauterberg trained on Medical Emergencies that the staff at the Watertown Public Library could encounter and how to handle overdose emergencies.



Watertown Fire Department Monthly Report

Section 7, Item E.

You've Been Caught Doing an Outstanding Job!



Emily McFarland

TO: MEMBERS OF THE COMMON COUNCIL

I would appreciate your consideration of the following appointments:

Zoning Board of Appeals

Jim Freres – Fourth three-year term ending February 2026

Steve Jones – Third three-year term ending February 2026

Thank you for your consideration.

Sincerely,



Emily McFarland
Mayor

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 02/20/2023,02/21/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
10-33 VEHICLE SERVICES LLC						
910	10-33 VEHICLE SERVICES LLC	2574	PD - SQUAD SET UP	01/01/2023	7,624.45	05-52-11-70 CAPITAL PROJECTS
Total 910:					7,624.45	
ADOBE INC						
552489	ADOBE INC	2378722551	ACROBAT PRO HR	02/12/2023	239.88	01-51-60-20 COMPUTER SUPPLIES/S
Total 552489:					239.88	
ALSCO INC						
1512	ALSCO INC	IMIL1882255	MATT SERVICE AT CITY HALL	02/03/2023	90.31	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1882255	SHIRTS AND COVERALLS MEC	02/03/2023	484.95	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1882255	COVERALLS STORM WATER T	02/03/2023	81.89	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1882255	COVERALL SERVICE FOR SOLI	02/03/2023	4.84	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					661.99	
1512	ALSCO INC	IMIL1884383	MATT SERVICE AT CITY HALL	02/10/2023	90.31	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1884383	SHIRTS AND COVERALLS MEC	02/10/2023	160.27	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1884383	COVERALLS STORM WATER T	02/10/2023	80.14	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1884383	COVERALL SERVICE FOR SOLI	02/10/2023	4.84	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					335.56	
AMERICAN WATER WORKS ASSOC						
1547	AMERICAN WATER WORKS AS	7002082951	ANNUAL MEMBERSHIP-NAATZ -	12/21/2022	90.00	03-99-21-18 SUPPLIES & EXPENSE
Total 1547:					90.00	
1547	AMERICAN WATER WORKS AS	7002083437	ANNUAL MEMBERSHIP-SCHUL	12/21/2022	90.00	03-99-21-18 SUPPLIES & EXPENSE
Total 1547:					90.00	
ANDYS AUTOMOTIVE & TOWING INC						
1562	ANDYS AUTOMOTIVE & TOWIN	23462	TOWING-POLICE	01/31/2023	90.00	01-52-11-49 TOWING
Total 1562:					90.00	
1562	ANDYS AUTOMOTIVE & TOWIN	23560	TOWING-POLICE	01/30/2023	110.00	01-52-11-49 TOWING
Total 1562:					110.00	
ANIMAL HEALTH CENTER						
1571	ANIMAL HEALTH CENTER	94535	PD - K9 CARE	02/01/2022	133.45	01-58-11-12 POLICE CANINE UNIT
Total 1571:					133.45	
APG OF SOUTHERN WISCONSIN						
1003	APG OF SOUTHERN WISCONSI	21406-0123	PUBLISHED NOTICES	01/31/2023	2,553.20	01-51-11-20 OFFICIAL PUBLICATIONS
1003	APG OF SOUTHERN WISCONSI	21406-0123	PUBLISHED NOTICES	01/31/2023	2,438.60	05-58-11-69 STREETS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 1003:					4,991.80	
AT&T MOBILITY-FIRSTNET						
552664	AT&T MOBILITY-FIRSTNET	287303591659	MAYOR PHONE	01/23/2023	43.61	01-51-31-32 TELEPHONE
552664	AT&T MOBILITY-FIRSTNET	287303591659	IT PHONE	01/23/2023	43.61	01-51-86-32 TELEPHONE
Total 552664:					87.22	
AXON ENTERPRISE INC						
1986	AXON ENTERPRISE INC	INUS134391	PD - TASER RECERT	01/31/2023	1,491.36	01-52-11-60 CAPITAL OUTLAY
Total 1986:					1,491.36	
BADGER WELDING SUPPLIES INC						
2043	BADGER WELDING SUPPLIES I	3118250	CYLINDER RENTAL FIRE	01/31/2023	6.20	01-52-31-54 EMS SUPPLIES
Total 2043:					6.20	
2043	BADGER WELDING SUPPLIES I	3752910	2-OXYGENS FIRE	02/01/2023	74.80	01-52-31-54 EMS SUPPLIES
Total 2043:					74.80	
BAKER TILLY US LLP						
2051	BAKER TILLY US LLP	BT2303477	AUDIT SERVICES - JAN SERVIC	01/31/2023	1,760.00	01-51-57-42 ACCOUNTING & AUDIT
Total 2051:					1,760.00	
2051	BAKER TILLY US LLP	BT2303479	AUDIT SERVICES - STORM WAT	01/31/2023	220.62	16-58-16-28 AUDIT FEES
2051	BAKER TILLY US LLP	BT2303479	AUDIT SERVICES - WW	01/31/2023	264.75	02-84-00-10 ACCOUNTING & AUDIT
2051	BAKER TILLY US LLP	BT2303479	AUDIT SERVICES - WTR	01/31/2023	397.13	03-99-23-18 OUTSIDE SERVICES EXP
Total 2051:					882.50	
BASO HOLDINGS LLC						
2092	BASO HOLDINGS LLC	282910815062	BASO INCENTIVE	02/10/2023	75,362.45	08-58-04-52 BASO INCENTIVE
Total 2092:					75,362.45	
BAYCOM INC						
552736	BAYCOM INC	EQUIPINV_042	PD - RADIO SUPPLIES	02/08/2023	1,459.40	01-52-11-26 EQUIP. MAINTENANCE
Total 552736:					1,459.40	
BEAVER DAM COMMUNITY HOSPITALS INC						
552629	BEAVER DAM COMMUNITY HO	137072	DRUG SCREEN PARKS	12/07/2022	40.00	01-55-41-59 SAFETY EQUIPMENT
Total 552629:					40.00	
BETH BECKETT						
52122	BETH BECKETT	21423	REIMBURSE STORAGE BOXES	02/14/2023	22.44	24-58-11-07 SR. CENTER FUNDRAISI
Total 52122:					22.44	
BRADLEY BERTEL						
553148	BRADLEY BERTEL	114-7078494-6	SAFETY SHOES - WTR	02/04/2023	100.00	03-99-21-18 SUPPLIES & EXPENSE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 553148:					100.00	
BURKE TRUCK AND EQUIPMENT						
2947	BURKE TRUCK AND EQUIPMEN	31091	STOCK - PLOW PINS AND SHIM	02/02/2023	470.00	01-54-11-20 REPAIRS
Total 2947:					470.00	
2947	BURKE TRUCK AND EQUIPMEN	31097	STOCK PLOW PARTS - BUSHIN	02/03/2023	710.39	01-54-11-20 REPAIRS
Total 2947:					710.39	
BUSS ELECTRICAL CONTRACTING LLC						
2963	BUSS ELECTRICAL CONTRACTI	4513	INSTALL LIGHTS SR CTR	01/27/2023	618.00	01-55-20-20 REPAIRS
Total 2963:					618.00	
BUTTERS FETTING CO						
2972	BUTTERS FETTING CO	W83024	TRBLSHT/MAINT/RPR METHAN	01/30/2023	15,071.90	02-98-00-00 REPLACEMENT OF EQUI
Total 2972:					15,071.90	
CENTURYLINK						
3301	CENTURYLINK	628488958	PHONE SERVICE - LONG DISTA	02/01/2023	6.83	01-51-71-32 TELEPHONE
Total 3301:					6.83	
CHUBB INSURANCE						
3508	CHUBB INSURANCE	00D95197851-	CYBER ERM INSURANCE POLI	02/09/2023	278.00	01-51-94-40 PUBLIC LIABILITY
Total 3508:					278.00	
CONSTRUCTION FABRICS & MATERIALS CORP						
3755	CONSTRUCTION FABRICS & MA	202710	RIVERSIDE PARK RESTROOMS	11/08/2022	172.00	05-55-41-70 CAPITAL PROJECTS
Total 3755:					172.00	
3755	CONSTRUCTION FABRICS & MA	202738	EAST MAIN ST - STRAW MAT	11/08/2022	184.00	16-58-16-19 MISC. STREET SUPPLIE
Total 3755:					184.00	
CORPORATE BUSINESS SYSTEMS						
3793	CORPORATE BUSINESS SYSTE	33332568	COPIER LEASE FEE-CA	01/30/2023	146.43	01-51-61-18 SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	33332568	LATE CHARGES FOR 01/01/202	01/30/2023	26.00	01-51-61-18 SUPPLIES & EXPENSE
Total 3793:					172.43	
3793	CORPORATE BUSINESS SYSTE	33373753	COPIER LEASE FEE	02/03/2023	69.50	17-58-17-18 SUPPLIES
3793	CORPORATE BUSINESS SYSTE	33373753	COPIER LEASE FEE	02/03/2023	69.50	01-54-21-18 SUPPLIES & EXPENSE
Total 3793:					139.00	
3793	CORPORATE BUSINESS SYSTE	33442491	COPIER LEASE FEE OVERAGE	02/13/2023	20.87	01-52-31-44 OFFICE SUPPLIES
Total 3793:					20.87	
3794	CORPORATE BUSINESS SYSTE	33448	COPIER OVERAGES HR	02/01/2023	24.02	01-51-60-18 SUPPLIES & EXPENSE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
3794	CORPORATE BUSINESS SYSTE	33448	COPIER OVERAGES MAYOR	02/01/2023	15.82	01-51-31-18 SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	33448	COPIER OVERAGES SIDC	02/01/2023	9.66	60-51-05-18 SUPPLIES SIDC COORD
Total 3794:					49.50	
COTTINGHAM & BUTLER INS SVCS						
3125	COTTINGHAM & BUTLER INS S	295584	JOB CLASSIFICATIONS-PD	02/13/2023	275.00	01-52-11-17 OUTSIDE SERVICES
Total 3125:					275.00	
COUNTY MATERIAL CORPORATION						
3842	COUNTY MATERIAL CORPORAT	3864785-00	EAST GATE DR. CULVERT REPL	01/26/2023	2,400.00	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 3842:					2,400.00	
DEB WHOLESALE AND DISTRIBUTING						
4190	DEB WHOLESALE AND DISTRIB	944842	CRACKERS FOR SOUP FUNDRA	01/16/2023	21.04	24-58-11-07 SR. CENTER FUNDRAISI
Total 4190:					21.04	
4190	DEB WHOLESALE AND DISTRIB	944976	FOOD TRAY & POPCORN	01/17/2023	103.55	24-58-11-07 SR. CENTER FUNDRAISI
Total 4190:					103.55	
DIGICORP INC						
4468	DIGICORP INC	344821	ASST SERVER ACCESS-JB - WT	01/30/2023	61.00	03-99-23-18 OUTSIDE SERVICES EXP
Total 4468:					61.00	
4468	DIGICORP INC	344897	PD - IT INV	01/31/2023	2,728.00	01-51-86-60 CAPITAL OUTLAY
Total 4468:					2,728.00	
4468	DIGICORP INC	344977	PD - EQUIPMENT	01/31/2023	1,346.35	01-52-11-26 EQUIP. MAINTENANCE
Total 4468:					1,346.35	
DODGE CO CHIEFS & SHERIFF ASSOC						
4540	DODGE CO CHIEFS & SHERIFF	02232023	PD - LE BANQUET	02/09/2023	360.00	01-52-11-17 OUTSIDE SERVICES
Total 4540:					360.00	
DODGE COUNTY HIGHWAY DEPARTMENT						
4548	DODGE COUNTY HIGHWAY DE	7136	3000 GALLONS BRINE	12/31/2022	2,744.04	01-54-35-20 SALT BRINE
Total 4548:					2,744.04	
EMERGENCY COMMUNICATION SYSTEM						
5555	EMERGENCY COMMUNICATIO	3815	SIREN REPAIR FOR EMERGEN	02/08/2023	392.15	01-52-51-02 SIREN MAINTENANCE
Total 5555:					392.15	
EMERGENCY STARTING & TOWING LLC						
5560	EMERGENCY STARTING & TOW	32392	TOWING-PARKS	02/01/2023	100.00	01-55-41-20 REPAIRS
Total 5560:					100.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ESO SOLUTIONS INC						
554075	ESO SOLUTIONS INC	101206	EMS/FIRE SOFTWARE FIRE	01/24/2023	13,569.49	01-52-31-28 COMPUTERS AND SOFT
Total 554075:					13,569.49	
FAHRNER ASPHALT SEALERS LLC						
6032	FAHRNER ASPHALT SEALERS L	8300014364	PAINT RUNWAY	10/24/2022	7,985.00	01-54-53-19 RUNWAY MAINTENANCE
Total 6032:					7,985.00	
FRAWLEY OIL COMPANY INC						
6728	FRAWLEY OIL COMPANY INC	7755604	BULK OIL FOR STREET VEHICL	01/27/2023	2,874.56	01-54-11-40 GASOLINE
Total 6728:					2,874.56	
GLORY GLOBAL SOLUTIONS INC						
7395	GLORY GLOBAL SOLUTIONS IN	291081510220	GLORY GLOBAL INCENTIVE	02/10/2023	57,435.90	19-58-07-50 GLORY GLOBAL INCENTI
Total 7395:					57,435.90	
GRINWALD FORD INC						
7675	GRINWALD FORD INC	3353	OIL CHANGE, TIRE ROTATE, BR	02/01/2023	63.28	01-52-31-42 APPARATUS MAINTENAN
Total 7675:					63.28	
HIGGINS AUTO REPAIR INC						
8458	HIGGINS AUTO REPAIR INC	23-1496	TOWING-POLICE	01/31/2023	90.00	01-52-11-49 TOWING
Total 8458:					90.00	
HIGHWAY LIGHT & LANDSCAPE INC						
8478	HIGHWAY LIGHT & LANDSCAPE	4232	TRAFFIC SIGNAL REPLACEME	11/29/2022	3,391.52	01-54-24-20 REPAIRS
Total 8478:					3,391.52	
INSIGHT FS						
9415	INSIGHT FS	37024167	BUILDING FUEL - LOWER SIGN	02/09/2023	462.01	01-54-12-28 FUEL
Total 9415:					462.01	
INTERSTATE BILLING SERVICE INC						
9490	INTERSTATE BILLING SERVICE	X101058599:0	AIR DRYER - STOCK RETRUNS	01/05/2023	325.00-	01-54-11-20 REPAIRS
Total 9490:					325.00-	
9490	INTERSTATE BILLING SERVICE	X101058674:0	STOCK AIR SPRINGS	01/06/2023	70.69	01-54-11-20 REPAIRS
Total 9490:					70.69	
9490	INTERSTATE BILLING SERVICE	X101058674:0	AIR SPRING RETURN	01/18/2023	70.69-	01-54-11-20 REPAIRS
Total 9490:					70.69-	
I-STATE TRUCK CENTER						
9027	I-STATE TRUCK CENTER	C272020743:0	SOLENOID VEH #29	02/07/2023	536.06	01-54-11-20 REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 9027:					536.06	
J&L ENGRAVING						
10016	J&L ENGRAVING	3138	PERSONAL PASSPORT TAGS-FI	02/01/2023	17.75	24-58-11-05 FIRE 2% DUES
Total 10016:					17.75	
J&L TIRE INC						
10009	J&L TIRE INC	107622	PARK-TRAILER REPAIRS	02/09/2023	233.24	01-55-41-42 EQUIPMENT REPAIRS
Total 10009:					233.24	
JANI-KING OF MILWAUKEE						
10100	JANI-KING OF MILWAUKEE	MIL02230168	CLEANING SERVICE AT AIRPOR	02/01/2023	642.75	01-54-53-18 SUPPLIES & EXPENSE
Total 10100:					642.75	
JX ENTERPRISES INC						
1094	JX ENTERPRISES INC	13187455P	SENSOR FOR VEH #20	02/07/2023	691.34	17-58-17-20 REPAIRS
Total 1094:					691.34	
KWIK TRIP BUSINESS PLUS						
11973	KWIK TRIP BUSINESS PLUS	V1926 010123	ENGINE 61 FUEL-FIRE	02/14/2023	31.11	01-52-31-40 FUEL
Total 11973:					31.11	
KWIK TRIP EXTENDED NETWORK						
11971	KWIK TRIP EXTENDED NETWO	NP63785674	PD - FUEL / CAR WASH	02/06/2023	13.00	01-52-11-40 FUEL
Total 11971:					13.00	
LANGUAGE LINE SERVICES						
12115	LANGUAGE LINE SERVICES	10731139	OVER THE PHONE INTERPRET	01/31/2023	267.41	01-52-11-17 OUTSIDE SERVICES
Total 12115:					267.41	
LASER TECHNOLOGY, INC.						
12140	LASER TECHNOLOGY, INC.	188057 RI	PD - LASER	01/30/2023	2,054.85	01-52-11-60 CAPITAL OUTLAY
Total 12140:					2,054.85	
LEGAL FILES SOFTWARE INC						
554044	LEGAL FILES SOFTWARE INC	14403	SUBSCRIPTION RENEWAL-CA	02/01/2023	4,143.00	01-51-61-18 SUPPLIES & EXPENSE
Total 554044:					4,143.00	
LONE STAR BLOWER AND COMPRSSOR						
554633	LONE STAR BLOWER AND COM	PS-INV106936	NEW AERATION BLOWERS - W	01/06/2023	79,632.00	02-97-30-12 REPAIR OR REPLACE
Total 554633:					79,632.00	
LRS						
554437	LRS	0003363768	TRASH DISPOSAL - FEB	01/31/2023	91.80	01-54-53-18 SUPPLIES & EXPENSE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 554437:					91.80	
MAAS BROS CONSTRUCTION CO						
13028	MAAS BROS CONSTRUCTION	10 - 2023	RDA TOWN SQUARE: PAYMENT	02/10/2023	82,681.33	05-95-11-70 RDA TOWN SQUARE
Total 13028:					82,681.33	
MACQUEEN EQUIPMENT						
13035	MACQUEEN EQUIPMENT	P10926	SCBA REPAIR FIRE	01/23/2023	2,075.00	01-52-31-20 EQUIPMENT REPAIRS/RE
Total 13035:					2,075.00	
13035	MACQUEEN EQUIPMENT	P11412	NEW HIRE FIT BOLDT & WALDS	02/02/2023	90.00	01-52-31-59 SAFETY EQUIPMENT TE
Total 13035:					90.00	
13035	MACQUEEN EQUIPMENT	P11561	SCBA REPAIR FIRE	02/07/2023	1,305.00	01-52-31-20 EQUIPMENT REPAIRS/RE
Total 13035:					1,305.00	
MENARDS INC						
13384	MENARDS INC	45617	DOOR & KNOB	01/10/2023	160.97	01-55-20-20 REPAIRS
13384	MENARDS INC	45617	LIGHTS, BLADE, ADAPTER	01/10/2023	100.90	01-55-41-18 SUPPLIES & EXPENSE
Total 13384:					261.87	
13384	MENARDS INC	46080	DEBURRING TOOL, SAND DISC,	01/18/2023	129.78	01-55-41-20 REPAIRS
Total 13384:					129.78	
13384	MENARDS INC	46699	MAINT SUPPLIES FOR SOLIDS	01/30/2023	114.91	02-82-00-18 SUPPLIES & EXPENSE
Total 13384:					114.91	
13384	MENARDS INC	46832	REBAR FOR BASEBALL DRAGS	02/01/2023	43.84	01-55-41-20 REPAIRS
Total 13384:					43.84	
MID-STATE EQUIPMENT						
13424	MID-STATE EQUIPMENT	D43196	SNAP RING, PIN, SPRING LOCK	01/03/2023	16.66	01-54-53-18 SUPPLIES & EXPENSE
Total 13424:					16.66	
13424	MID-STATE EQUIPMENT	D43295	BOBCAT UTV WHL BRNG/GATO	01/05/2023	146.84	02-82-00-18 SUPPLIES & EXPENSE
Total 13424:					146.84	
13424	MID-STATE EQUIPMENT	D44615	RTN GATOR CABLE - WW	02/08/2023	81.96-	02-82-00-18 SUPPLIES & EXPENSE
Total 13424:					81.96-	
MUNICIPAL ENVIRONMENTAL GROUP						
13952	MUNICIPAL ENVIRONMENTAL G	013123-MEG	MEMBERSHIP CHARGES - WTR	01/31/2023	2,000.00	03-99-23-18 OUTSIDE SERVICES EXP
Total 13952:					2,000.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
NATHAN BUTTERBRODT						
553447	NATHAN BUTTERBRODT	JAN 2023 DNR	DNR WW OP EXAM APPL(2) REI	01/31/2023	50.00	02-85-00-23 TRAINING
Total 553447:					50.00	
NATIONAL TESTING NETWORK INC						
553097	NATIONAL TESTING NETWORK	11923	NEW FIREFIGHTER TESTING FI	01/31/2023	110.00	01-52-31-19 HIRING EXPENSES
Total 553097:					110.00	
NICOLE HESPE						
8378	NICOLE HESPE	SAS-Feb23	HYGIENIST SEAL A SMILE PGM	02/01/2023	160.00	18-53-18-17 CONTRACTED STAFF
8378	NICOLE HESPE	SAS-Feb23	HYGIENIST SEAL A SMILE PGM	02/01/2023	110.00	18-53-18-17 CONTRACTED STAFF
8378	NICOLE HESPE	SAS-Feb23	HYGIENIST SEAL A SMILE PGM	02/01/2023	240.00	18-53-18-17 CONTRACTED STAFF
8378	NICOLE HESPE	SAS-Feb23	HYGIENIST SEAL A SMILE PGM	02/01/2023	240.00	18-53-18-17 CONTRACTED STAFF
8378	NICOLE HESPE	SAS-Feb23	HYGIENIST SEAL A SMILE PGM	02/01/2023	220.00	18-53-18-17 CONTRACTED STAFF
Total 8378:					970.00	
OAK HILL CEMETERY ASSC						
15150	OAK HILL CEMETERY ASSC	2023 SUBSIDY	2023 SUBSIDY	02/10/2023	50,000.00	01-57-11-44 CEMETERY
Total 15150:					50,000.00	
PASSENGER TRANSIT INC						
16165	PASSENGER TRANSIT INC	1245	CAB SERVICE-REVENUE	02/09/2023	26,909.50-	13-42-73-75 CAB REVENUE
16165	PASSENGER TRANSIT INC	1245	CAB SERVICE-EXPENSE	02/09/2023	78,219.40	13-57-11-46 PURCHASED TRANSPOR
Total 16165:					51,309.90	
PAULI PLUMBING INC						
16173	PAULI PLUMBING INC	110789	MUNI BLDG - WATER HEATER	02/01/2023	9,350.00	01-51-71-20 REPAIRS
Total 16173:					9,350.00	
PITNEY BOWES BANK INC RESERVE ACCOUNT						
18450	PITNEY BOWES BANK INC RES	021623	POSTAGE FOR METER	02/10/2023	4,000.00	01-21-21-18 CLERK POSTAGE MACHI
Total 18450:					4,000.00	
PROHEALTH MEDICAL GROUP INC						
16681	PROHEALTH MEDICAL GROUP I	316666	NEW HIRE TESTING FIRE	02/01/2023	704.00	01-52-31-19 HIRING EXPENSES
Total 16681:					704.00	
PWW MEDIA						
553622	PWW MEDIA	2023-45	EMS BILLING CLASS FIRE	01/10/2023	2,090.00	01-52-31-56 EMS BILLING EXPENSE
Total 553622:					2,090.00	
R&R INSURANCE SERVICES INC						
18005	R&R INSURANCE SERVICES IN	2779961-1	WORK COMP INS 2021 AUDIT R	01/17/2023	16,370.00-	01-51-94-46 WORKMAN'S COMPENS
Total 18005:					16,370.00-	
18005	R&R INSURANCE SERVICES IN	2782552-1	CYBER LIABILITY - LWMMI	01/19/2023	6,225.00	01-51-94-40 PUBLIC LIABILITY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 18005:					6,225.00	
18005	R&R INSURANCE SERVICES IN	2785398	WORK COMP INSURANCE	01/30/2023	26,000.00	01-51-94-46 WORKMAN'S COMPENS
Total 18005:					26,000.00	
18005	R&R INSURANCE SERVICES IN	2785399	LIABILITY INSURANCE	01/30/2023	17,539.00	01-51-94-40 PUBLIC LIABILITY
Total 18005:					17,539.00	
REBECCA GIGL						
554634	REBECCA GIGL	21423	REIMBURSE SECURITY DEPOS	02/14/2023	100.00	01-27-19-70 SR. CENTER SECURITY
Total 554634:					100.00	
REDFORD DATA SERVICES LLC						
18371	REDFORD DATA SERVICES LLC	374	SCADA SYSTEM WORK - WTR	02/06/2023	4,282.70	03-99-33-31 MAINTENANCE OF SCAD
18371	REDFORD DATA SERVICES LLC	374	SCADA SYSTEM WORK - WW	02/06/2023	847.12	02-85-00-20 OUTSIDE SERVICES EM
Total 18371:					5,129.82	
RHYME BUSINESS PRODUCTS						
4092	RHYME BUSINESS PRODUCTS	33332567	PD - COPIER MAINT	01/30/2023	1,202.92	01-52-11-20 MAINTENANCE CONTRA
Total 4092:					1,202.92	
4092	RHYME BUSINESS PRODUCTS	33332569	COPIER MAINT FEE-	01/30/2023	296.66	01-54-10-26 MAINTENANCE CONTRA
Total 4092:					296.66	
RICOH USA, INC.						
18508	RICOH USA, INC.	5066609382	COPIER CONTRACT-SR CTR	01/20/2023	173.35	01-55-20-17 CONTRACT SERVICES
Total 18508:					173.35	
RNOW INC						
552807	RNOW INC	2022-63034	CHELSEA PTO FOR SW	06/13/2022	3,040.00	17-58-17-20 REPAIRS
Total 552807:					3,040.00	
SAFETY KLEEN SYSTEMS INC						
19061	SAFETY KLEEN SYSTEMS INC	90906451	USED OIL & FILTER RECYCLE	01/24/2023	560.00	17-58-17-41 OUTSIDE RECYCLING S
Total 19061:					560.00	
SET APART ART STUDIO						
19480	SET APART ART STUDIO	5701-6	REC PAINT CLASS	01/28/2023	420.00	01-55-21-17 CONTRACTED SPORTS
Total 19480:					420.00	
SHERWIN WILLIAMS						
19523	SHERWIN WILLIAMS	1351-9	PAINT FOR LAB - WW	02/09/2023	65.59	02-83-10-40 GENERAL PLANT STRUC
Total 19523:					65.59	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
SMART SPACES LLC						
553987	SMART SPACES LLC	10001244-1	NDI CHANGE ORDER	01/16/2023	771.92	01-51-84-60 CAPITAL OUTLAY
Total 553987:					771.92	
SSM HEALTH MEDICAL GROUP						
554644	SSM HEALTH MEDICAL GROUP	4594472	NEW HIRE DRUG TEST NEWBE	01/30/2023	49.00	01-54-21-18 SUPPLIES & EXPENSE
Total 554644:					49.00	
STRAND ASSOCIATES INC						
19850	STRAND ASSOCIATES INC	0193505	1550.007 ON-DEMAND WATER	02/10/2023	2,119.80	03-99-23-18 OUTSIDE SERVICES EXP
Total 19850:					2,119.80	
19850	STRAND ASSOCIATES INC	0193507	1550.008 CCT STUDY - WTR	02/10/2023	8,140.19	03-99-23-18 OUTSIDE SERVICES EXP
Total 19850:					8,140.19	
SYMBIONT						
19979	SYMBIONT	56222	PROJECT R4666751-222554.012	02/10/2023	1,844.50	16-58-16-20 SOFTWARE MAINTENAN
Total 19979:					1,844.50	
TIRE-RIFIK INC						
20560	TIRE-RIFIK INC	1275720	04 CHEVY SILVERADO REPAIR.	01/25/2023	3,580.30	01-52-31-42 APPARATUS MAINTENAN
Total 20560:					3,580.30	
TOP NOTCH AWARDS LLC						
20630	TOP NOTCH AWARDS LLC	2023-103	RETIREMENT PLAQUE-PD	02/10/2023	29.16	01-52-11-18 OFFICE SUPPLIES & MIS
Total 20630:					29.16	
TOTAL MECHANICAL INC						
20792	TOTAL MECHANICAL INC	23168	MUNI BLDG - SERVICE AGREE	01/31/2023	5,280.00	01-51-71-26 MAINTENANCE CONTRA
Total 20792:					5,280.00	
TRITECH SOFTWARE SYSTEMS						
20825	TRITECH SOFTWARE SYSTEM	374273	SOFTWARE SUBSCRIPTION-FI	02/01/2023	460.00	01-52-31-56 EMS BILLING EXPENSE
Total 20825:					460.00	
20825	TRITECH SOFTWARE SYSTEM	374412	SOFTWARE SUBSCRIPTION-FI	02/02/2023	460.00	01-52-31-56 EMS BILLING EXPENSE
Total 20825:					460.00	
TRUCK COUNTRY OF WISC						
20844	TRUCK COUNTRY OF WISC	X201798341:0	PARTS FOR VEH #31	01/31/2023	58.41	01-54-11-20 REPAIRS
Total 20844:					58.41	
20844	TRUCK COUNTRY OF WISC	X201798341:0	PARTS FOR VEH #31	02/09/2023	13.97	01-54-11-20 REPAIRS
Total 20844:					13.97	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
UNITED INDUSTRIAL AUTOMATION						
21496	UNITED INDUSTRIAL AUTOMATI	1905	NETP CL2 BOOSTER PUMP - W	01/30/2023	150.00	03-99-23-18 OUTSIDE SERVICES EXP
Total 21496:					150.00	
UNIVERSAL RECYCLING TECHNOLOGIES LLC						
21538	UNIVERSAL RECYCLING TECH	ARINV196725	TELEVISION RECYCLING	01/31/2023	95.00	17-58-17-41 OUTSIDE RECYCLING S
Total 21538:					95.00	
US POSTAL SERVICE-WATERTOWN						
21522	US POSTAL SERVICE-WATERT	SF020223	PRE-PMT FOR MAILING WATER	02/02/2023	2,500.00	03-90-30-18 SUPPLIES-CUSTOMER R
Total 21522:					2,500.00	
VERONA SAFETY SUPPLY INC						
552483	VERONA SAFETY SUPPLY INC	73780	SAFETY GLASSES	02/14/2023	28.74	01-54-31-59 SAFETY EQUIPMENT
Total 552483:					28.74	
VET PEST CONTROL LLC						
554266	VET PEST CONTROL LLC	0300	WAC PEST CONTROL	01/30/2023	65.00	01-55-22-17 SVC CONTRACTS/LICEN
Total 554266:					65.00	
554266	VET PEST CONTROL LLC	0301	PARK PEST CONTROL	01/30/2023	65.00	01-55-41-18 SUPPLIES & EXPENSE
Total 554266:					65.00	
554266	VET PEST CONTROL LLC	0302	PARK PEST CONTROL	01/30/2023	80.00	01-55-41-18 SUPPLIES & EXPENSE
Total 554266:					80.00	
WAL-MART						
23080	WAL-MART	F4803QBCVV	RESTITUTION-PHARO	02/06/2023	220.85	01-43-61-00 COURT PENALTIES & CO
Total 23080:					220.85	
WATERTOWN MEDICAL CENTER LLC						
23400	WATERTOWN MEDICAL CENTE	QUEST ADAM	QUEST ADAM DOT DRUG SCRE	01/23/2023	75.00	01-54-31-59 SAFETY EQUIPMENT
Total 23400:					75.00	
WATERTOWN RIVERFEST INC						
554648	WATERTOWN RIVERFEST INC	021323	TRANSFER OF 12/31/22 FUND B	02/13/2023	45,121.89	12-50-05-60 MISCELLANEOUS
Total 554648:					45,121.89	
WAUPUN EQUIPMENT CO INC						
23506	WAUPUN EQUIPMENT CO INC	1245F	HOSE FITTINGS	01/23/2023	64.30	01-55-41-20 REPAIRS
Total 23506:					64.30	
WE ENERGIES						
23530	WE ENERGIES	4468848648	GAS - MUNI BLDG	02/09/2023	3,822.76	01-51-71-28 FUEL
23530	WE ENERGIES	4468848648	GAS - HEALTH	02/09/2023	808.58	01-53-12-28 FUEL
23530	WE ENERGIES	4468848648	GAS - STREET GARAGE	02/09/2023	3,693.00	01-54-12-28 FUEL

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
23530	WE ENERGIES	4468848648	GAS - STREET	02/09/2023	91.61	01-54-42-30 ELECTRIC
23530	WE ENERGIES	4468848648	GAS - AIRPORT	02/09/2023	657.59	01-54-53-28 FUEL
23530	WE ENERGIES	4468848648	GAS - SOLID WASTE	02/09/2023	1,561.13	17-58-17-28 BUILDING FUEL
23530	WE ENERGIES	4468848648	GAS - LIBRARY	02/09/2023	2,527.08	11-58-12-28 FUEL
23530	WE ENERGIES	4468848648	GAS - AQ CENTER	02/09/2023	33.04	01-55-22-28 FUEL
23530	WE ENERGIES	4468848648	GAS - SENIOR CENTER	02/09/2023	1,360.25	01-55-24-28 FUEL
23530	WE ENERGIES	4468848648	GAS - PARK	02/09/2023	18.48	01-55-41-28 FUEL
23530	WE ENERGIES	4468848648	GAS - PARK GARAGE	02/09/2023	760.92	01-55-42-28 FUEL
23530	WE ENERGIES	4468848648	GAS - WW	02/09/2023	10,695.59	02-82-00-28 FUEL-HEATING
Total 23530:					26,030.03	
WELDERS SUPPLY COMPANY						
23581	WELDERS SUPPLY COMPANY	10337377	WELDING RENTAL PARKS	01/25/2023	119.71	01-55-41-18 SUPPLIES & EXPENSE
Total 23581:					119.71	
23581	WELDERS SUPPLY COMPANY	10339061	WELDING RENTALS FOR MAIN	01/31/2023	40.75	01-54-11-20 REPAIRS
Total 23581:					40.75	
23581	WELDERS SUPPLY COMPANY	10340444	WELDING GAS	02/04/2023	270.20	01-54-11-20 REPAIRS
Total 23581:					270.20	
23581	WELDERS SUPPLY COMPANY	10340445	WELDING SUPPLIES	02/04/2023	229.70	01-54-11-20 REPAIRS
Total 23581:					229.70	
WI DEPARTMENT OF JUSTICE						
23732	WI DEPARTMENT OF JUSTICE	G3488 202302	NEW HIRE BACKGROUND CHE	02/01/2023	7.00	01-55-20-22 DUES, FEES & SUBS
23732	WI DEPARTMENT OF JUSTICE	G3488 202302	NEW HIRE BACKGROUND CHE	02/01/2023	7.00	03-99-21-18 SUPPLIES & EXPENSE
Total 23732:					14.00	
WI DEPT OF FINANCIAL INSTITUTIONS						
23717	WI DEPT OF FINANCIAL INSTIT	Nauri A. Luna	NOTARY PUBLIC COMMISSION	02/13/2023	20.00	01-51-61-18 SUPPLIES & EXPENSE
Total 23717:					20.00	
WI DEPT OF TRANSPORTATION						
23795	WI DEPT OF TRANSPORTATION	395-00002942	MAIN STREET BRIDGE 3953050	02/01/2023	1,414.97	05-58-11-40 BRIDGES
Total 23795:					1,414.97	
23795	WI DEPT OF TRANSPORTATION	395-00002943	CADY ST BRIDGE PROJ 395399	02/01/2023	2,661.69	05-58-11-40 BRIDGES
Total 23795:					2,661.69	
WISCONSIN AVIATION INC						
23646	WISCONSIN AVIATION INC	RYV23-192114	GREASE, GASKET, ANTI-SEIZE	01/31/2023	26.03	01-54-53-18 SUPPLIES & EXPENSE
23646	WISCONSIN AVIATION INC	RYV23-192114	PRNTR RIBBONS, LIGHT BULBS	01/31/2023	148.77	01-54-53-18 SUPPLIES & EXPENSE
23646	WISCONSIN AVIATION INC	RYV23-192114	MOWERS & TRUCK	01/31/2023	65.00	01-54-53-28 FUEL
23646	WISCONSIN AVIATION INC	RYV23-192114	WAMA ANNUAL MEMBERSHIP	01/31/2023	100.00	01-54-53-37 AIRPORT MARKETING
Total 23646:					339.80	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
23646	WISCONSIN AVIATION INC	RYV23-192439	AIRPORT MANAGER FEE - JAN	01/31/2023	4,536.00	01-54-53-10 AIRPORT MANAGERS FE
Total 23646:					4,536.00	
23646	WISCONSIN AVIATION INC	RYV23-192526	OIL CHANGE, HANGER DOOR H	01/31/2023	315.00	01-54-53-18 SUPPLIES & EXPENSE
23646	WISCONSIN AVIATION INC	RYV23-192526	NAV AID LIGHT CHECK , REPAI	01/31/2023	945.00	01-54-53-38 NAVIGATIONAL AIDS
23646	WISCONSIN AVIATION INC	RYV23-192526	SHOW REMOVAL	01/31/2023	1,869.00	01-54-53-39 SNOWPLOWING-AIRPOR
Total 23646:					3,129.00	
WISCONSIN SUPREME COURT						
23815	WISCONSIN SUPREME COURT	680-974	CONTINUING ED-JUDGE	02/06/2023	700.00	01-51-21-22 DUES, FEES & SUBS
Total 23815:					700.00	
WOLFF PACK APPAREL & PROMOTIONS						
23904	WOLFF PACK APPAREL & PRO	2530	NEW EMPLOYEE SHIRTS-P&R	02/01/2023	12.99	01-55-20-18 SUPPLIES & EXPENSE
23904	WOLFF PACK APPAREL & PRO	2530	NEW EMPLOYEE SHIRTS STRE	02/01/2023	26.50	01-54-31-59 SAFETY EQUIPMENT
23904	WOLFF PACK APPAREL & PRO	2530	NEW EMPLOYEE SHIRTS PD RI	02/01/2023	26.50	01-52-11-17 OUTSIDE SERVICES
Total 23904:					65.99	
ZBM INC						
26005	ZBM INC	28672	PAPER PRODUCTS & CLEASIN	01/31/2023	132.12	01-54-53-18 SUPPLIES & EXPENSE
Total 26005:					132.12	
ZUERN BUILDING PRODUCTS INC						
26900	ZUERN BUILDING PRODUCTS I	447713	ADHESIVE	02/02/2023	17.94	01-54-41-18 SUPPLIES & EXPENSE
Total 26900:					17.94	
Grand Totals:					660,723.06	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 02/20/2023,02/21/2023

PAYROLL SUMMARIES

For the Period of: 1/25/2023 2/7/2023

Section 10, Item A.

Department	Employees FT PT		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
Police	42	-	3,439.00	54.75	2,754.69	12,730.12	83,000.00	117,333.96
Police Dispatch	9	3	790.00	7.00	274.58	3,503.29	31,000.00	20,485.32
Fire	26	1	2,872.00	99.00	3,472.71	24,281.91	150,000.00	78,977.98
Municipal Court	1	1	100.00	-	-	-	-	3,024.88
Mayor	1	-	80.00	-	-	-	-	3,294.08
Bldg. Inspection	3	3	283.25	-	-	-	1,000.00	11,827.12
Attorney	2	1	212.00	-	-	-	-	7,214.53
Finance	6	-	480.00	-	-	271.62	1,500.00	14,168.00
Watertown TV	2	2	190.00	-	-	-	-	4,657.40
Administration	2	1	200.00	-	-	-	-	6,198.80
Engineering	5	2	481.50	-	-	-	-	11,872.05
Health	9	3	803.50	-	-	-	10,500.00	25,313.22
Library	8	17	1,192.00	2.25	75.40	-	-	24,962.48
Municipal Building	1	-	80.00	0.50	16.76	429.80	1,000.00	1,803.96
Solid Waste	8	-	640.00	-	-	925.68	3,000.00	14,851.21
Street	23	-	1,840.00	102.25	3,960.13	14,153.85	39,200.00	55,764.07
Park	8	-	640.00	10.00	533.95	2,275.60	18,000.00	24,705.98
Forestry	2	-	160.00	-	-	-	-	4,416.00
Park/Rec Admin	8	-	440.00	5.50	-	-	400.00	3,537.60
Recreation and Pools	-	20	214.75	-	-	-	500.00	2,903.97
Wastewater	11	-	880.00	7.50	294.19	1,208.41	18,000.00	24,882.19
Water Dept.	10	-	800.00	13.75	599.60	2,243.03	23,500.00	24,988.40
Crossing Guards	-	10	130.00	-	-	-	-	1,462.50
Police Auxiliary	-	3	20.75	-	-	-	-	327.02
Alderpersons (2nd PR)	-	-	-	-	-	-	-	-
TOTALS	187 FT	67 PT	16,968.75	302.50	11,982.01	62,023.31	380,600.00	488,972.72

CITY OF WATERTOWN

Cash & Investment Summary
01/31/2023

Available Cash on Hand		
1/1/2023	\$	9,873,440.39
January Receipts	\$	14,658,849.31
Total Cash	\$	24,532,289.70
Disbursements		
Total Disbursements	\$	(19,363,377.57)
TOTAL AVAILABLE CASH	\$	5,168,912.13
Cash on Hand (in bank) 01/31/2023	\$	5,290,458.89
Less Outstanding Checks	\$	(121,546.76)
TOTAL AVAILABLE CASH	\$	5,168,912.13

Total Invested Funds:		
Local Government Investment Pool	\$	38,680,714.37
Ehlers Investment Partners	\$	11,303,941.75
TOTAL INVESTED FUNDS	\$	49,984,656.12

Breakdown:		
General	\$	19,506,055.04
Capital Projects	\$	2,941,565.87
Library	\$	286,745.55
TID #4	\$	3,136,672.27
TID #5	\$	1,056,930.99
ARPA	\$	2,108,218.59
Developer Park Fees	\$	156,503.04
Riverfest	\$	39,815.54
Envrionmental Health	\$	616,294.71
Wastewater Utility	\$	8,935,886.54
Water Utility	\$	6,899,852.72
Storm Water Utility	\$	3,645,886.86
Solid Waste	\$	654,228.40
TOTAL INVESTED FUNDS	\$	49,984,656.12

Interest YTD (net of fees)		
Local Government Investment Pool	\$	137,050.11
Ehler's (does not include market depreciation/appreciation)	\$	5,950.67
TOTAL INTEREST YTD (all funds)	\$	143,000.78

**RESOLUTION TO
ALLOCATE FUND 12 (RIVERFEST FUNDS) TO
WATERTOWN RIVERFEST INC.**

**SPONSOR: MAYOR EMILY MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the City has taken on responsibility to cover the financial costs for an Annual Riverfest Celebration for 30 years by designating a committee to organize and host the event; and,

WHEREAS, the group of individuals that have been responsible for planning, scheduling, and budgeting the event for the last 30 years have decided to retire; and,

WHEREAS, concerns have been raised about the ability to continue the Annual Riverfest Celebration when current projections show the event will create a substantial liability for the City under its current structure; and,

WHEREAS, the City has decided to transfer responsibility and ownership of the Annual Riverfest Celebration to a non-profit organization that is willing to take responsibility for the event; and,

WHEREAS, the City has \$45,121.89 as of December 31, 2022 in Fund 12 designated for funding the Annual Riverfest Celebration.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City Officials be and are hereby authorized to enter into the attached agreement transferring all of Fund 12 designated for the Annual Riverfest Celebration to Watertown Riverfest Inc in exchange for Watertown Riverfest Inc planning, hosting, and taking responsibility to manage a similar Annual Riverfest Celebration event for the City.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED February 7, 2023

CITY CLERK

APPROVED February 7, 2023

MAYOR

AGREEMENT

THIS AGREEMENT (the "Agreement") is made this _____ day of February, 2023 (the "Effective Date") by and between WATERTOWN RIVERFEST INC, a Wisconsin non-stock corporation. ("Watertown Riverfest Inc") and the CITY OF WATERTOWN, WISCONSIN (the "City").

RECITALS

WHEREAS, the City has taken on responsibility to cover the financial costs for an Annual Riverfest Celebration for 30 years by designating a committee to organize and host the event and setting up Fund 12 for payment of costs; and,

WHEREAS, the group of individuals that have been responsible for planning, scheduling, and budgeting the Annual Riverfest Celebration for the last 30 years have decided to retire; and,

WHEREAS, concerns have been raised about the ability to continue the Annual Riverfest Celebration when current projections show the event will create a substantial financial liability for the City under its current structure; and,

WHEREAS, Watertown Riverfest Inc wishes to carry on the Annual Riverfest Celebration on behalf of the City and is willing to take on responsibility and ownership of the event going forward; and,

WHEREAS, the City wishes Watertown Riverfest Inc to take on the responsibility and ownership of the Annual Riverfest Celebration.

NOW THEREFORE, the City and Watertown Riverfest Inc for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree as follows:

ARTICLE I
CITY’S OBLIGATIONS

1. Transfer of Funds. The City shall transfer the balance of Fund 12 funds designated for the Annual Riverfest Celebration to Watertown Riverfest Inc via check made payable to Watertown Riverfest Inc within 30 (thirty) days of this Agreement being fully executed.

2. Special Event Application. The City shall cooperate with Watertown Riverfest Inc in approving and setting up the special event under the applicable ordinances, including, but not limited to Watertown Ordinance Ch. 428.

Watertown Riverfest Inc. anticipate the following requests associated with its initial special event application in 2023, *inter alia*:

- a. **Illumination:** Illumination of the Riverfest Ground shall be sufficient to light the entire area of the event at the rate of at least five lumens except during fireworks and in areas that are access restricted after dark. Lights will also be able to be restored in public areas during fireworks.
- b. **Noise:** Watertown Riverfest Inc will seek approval for the following noise standard (to the exclusion of others): Peak sound pressure level shall not exceed 105 dB ‘A’ weighted at the FOH (front of house) mix position as measured by the venue’s SPL meter. An “Amplified Music Permit” shall be applied for by Watertown Riverfest Inc. Quiet hours shall be 11 pm to 5 am. Notwithstanding any provision to the contrary, Watertown Riverfest Inc shall be permitted to operate at full volume from 8am (to support sound checks and the carnival) to 11pm each day of the festival.
- c. **Open Containers:** Watertown Riverfest Inc shall establish its open container boundaries with prominent signs and Watertown Auxiliary Police or Watertown Police officers at all street and sidewalk entrances. Personnel shall observe and prevent attendees from bringing alcohol on premises and removing open containers from premises. Service of open containers will only be permitted within boundaries defined by fences and signs.
- d. **Dispensing Fermented Malt Beverages / Wine:** Watertown Riverfest Inc (or its duly licensed vendors) shall be allowed to dispense to any person up to four (4) fermented malt beverages and/or wine at a time for removal from the event licensed premises, and no person shall remove at one time more than four (4) such fermented malt beverages and/or wine from the event licensed premises.
- e. **Alcoholic Beverage Protocol:** Watertown Riverfest Inc shall use different-colored paper or plastic cups of a different color than its alcoholic beverage cups, but the cups shall not bear the name of the event or a sponsor’s name. The cups may bear the printed name of a non-alcoholic beverage (e.g., “7up”) but may not bear the name of an alcoholic beverage (e.g., “Miller Lite”).

Acknowledging that the applicable municipal ordinances and the needs and implementation of the Annual Riverfest Celebration by Watertown Riverfest Inc may change from time to time, Watertown Riverfest Inc reserves the right to add, remove, and supplement the above permitting requests. The above is provided to afford advance notice to the City of anticipated special event permit requests. By executing this agreement, neither the City nor Watertown Riverfest Inc are bound to the permitting requests contained above.

2.3.Services Provided. In April of each year this Agreement is active, each City Department that ~~provided services to assist~~is reasonably necessary to provide services in hosting the Annual Riverfest Celebration ~~in the prior year~~ shall meet with a designee from Watertown Riverfest Inc to discuss the scope, services, ~~provided by the Department the prior year and the~~ and estimated cost associated with providing those services for the current year. The parties shall negotiate in good faith to arrive at services agreements necessary to host the Annual Riverfest Celebration. Watertown Riverfest Inc shall contact the Department Head of each department it anticipates will be reasonably necessary to provide services to schedule the April Meetings.

3.4.Transfer of Riverfest Logo and IP. The City hereby transfers and assigns any and all right, title, interest and goodwill in or associated with the Intellectual Property or proprietary rights associated with the Annual Riverfest Celebration, as it exists now or has existed in the past, to Watertown Riverfest Inc including, but not limited to the logo.

5. Dates Park Reserved. The City will not rent the Riverfest Grounds to any other organization or individual from the Monday before to the Monday after the 2nd (second) full weekend in August. The City shall provide rent-free use of said Riverfest Grounds to Watertown Riverfest Inc for the purposes set forth in this agreement.

6. Riverfest Grounds Improvements. The City shall:

- a. Conduct an Engineering inspection of the bandshell located on the Riverfest Grounds and certify that said bandshell is watertight and safe for use in sufficient time to serve the year 2023 Annual Riverfest Celebration.
- b. Create additional permanent bathrooms reasonably serving the crowd attendance anticipated at the Annual Riverfest Celebration in sufficient time to serve the year 2024 Annual Riverfest Celebration.
- c. Repave the parking lots serving the Riverfest Grounds in sufficient time to serve the year 2025 Annual Riverfest Celebration.

ARTICLE II
WATERTOWN RIVERFEST INC’S OBLIGATIONS

- 1. Riverfest. Watertown Riverfest Inc shall accept all responsibility for planning, scheduling, and hosting the Annual Riverfest Celebration.
- 2. Application For Special Event Permit. Watertown Riverfest Inc shall apply for a special event permit for the event for 2023 on or before March 15, 2023. For each subsequent year Watertown Riverfest Inc shall apply for the special event permit on or

before January 5 of each year. The Special Event Permit may be for up to 4 (four) days which will include the 2nd (second) full weekend in August for each year.

3. Application for Outdoor open Container Entertainment event Permit. Watertown Riverfest Inc. shall apply for an Outdoor Open Container Enteratinment event permit under Watertown Ordinance § 428-8 on or before June 1 of each year the event proceeds.

4. Location. The Annual Riverfest Celebration shall be held in Riverside Park, which includes the volleyball area, the ball diamonds, the island, swimming pool and entire park area between Labaree Street and the Rock River from Boughton Street west up to and including the west playground area. This area shall be designated the Riverfest Grounds. A map of the Riverfest Grounds is attached hereto and incorporated by reference as Exhibit A.

5. Termination of Agreement. Watertown Riverfest Inc. may terminate this Agreement by providing notice to the City of its desire to terminate this Agreement. ~~prior to submitting its application for special event license.~~ Upon termination under this provision Watertown Riverfest Inc shall provide a statement of all revenue received and expenses incurred in fulfilling its obligations for hosting the Annual Watertown Riverfest Celebration. ~~Any remaining funds shall be paid to the City of Watertown, or a 501(c)(3) nonprofit organization approved by the City of Watertown, and which agrees to assume Watertown Riverfest Inc’s obligations under this agreement. Any remaining funds after valid liabilities are paid shall be distributed pursuant to Watertown Riverfest Inc’s purpose, as articulated in its Articles of Incorporation.~~

ARTICLE III
GENERAL PROVISIONS

1. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

2. Modifications. This Agreement may be amended or modified only by a written instrument duly executed by both of the parties hereto.

3. Notices. Any notice required hereunder shall be given in writing, signed by the party giving notice, personally delivered or mailed by certified or registered mail, return receipt requested, or electronically delivered via e-mail to the parties' respective addresses as set forth below:

To the City: Mayor Emily McFarland
City of Watertown
106 Jones Street
Watertown, WI 53094
E-mail: emcfarland@cityofwatertown.org

Copy to: Atty. Steven T. Chesebro
City Attorney
City of Watertown
106 Jones Street
Watertown, WI 53094
E-mail: schesebro@cityofwatertown.org

To Watertown Riverfest Inc.: Watertown Riverfest Inc
Attention: Jonathan Lampe

E-mail: _____

Notice shall be deemed delivered (a) in the case of personal delivery, on the date when personally delivered; (b) in the case of certified or registered mail, on the date when deposited in the United States mail with sufficient postage to effect such delivery; or (c) in the case of electronic delivery via e-mail, on the date when any such e-mail was sent. Each party may change the address to which notice must be given by delivery of written notice to the other parties in accordance with this Section.

4. Severability of Provisions. In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained herein.

5. Time of Essence. Time is of the essence.

6. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original.

7. Defaults; Litigation. No party shall be deemed to be in default under this Agreement for failure to perform any term or condition of this Agreement unless the other party (the "Non-Defaulting Party") has first given the party alleged to be in default (the "Defaulting Party") written notice describing such failure, and the Defaulting Party does not, within 30 (thirty) days thereafter, cure such failure (an "Event of Default"). Following an Event of Default, the Non-Defaulting Party shall have all rights and remedies available to it under law or in equity against the Defaulting Party. In connection

with any litigation arising out of this Agreement, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney's fees.

8. Headings. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

9. Authority to Sign. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

10. **Force Majeure:** Watertown Riverfest Inc shall not be liable for any failure or delay in the performance of its obligations under this agreement caused by forces beyond its control including, by way of example and not limitation: strikes and work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural disaster, acts of God, interruption, loss or disruption of utilities, communications or computer services, severe weather, flood, pandemic, and government action. Watertown Riverfest Inc shall use reasonable efforts to resume performance as soon as practicable under the circumstances.

The parties acknowledge that Watertown Riverfest Inc does not have ultimate control over its fundraising results. Watertown Riverfest Inc shall use reasonable efforts to fundraise amounts sufficient to plan, schedule and host the Annual Riverfest Celebration, however, Watertown Riverfest Inc shall be excused from further performance under this agreement in the event that its fundraising efforts fail to generate enough revenue to plan, schedule and host the Annual Riverfest Celebration.

11. **Limitation of Liability:** In no event shall Watertown Riverfest Inc's liability to the City exceed the amount transferred pursuant to Article I Paragraph 1.

12. **Headings:** Headings are included to assist the reader's navigation, and do not have any substantive meaning or interpretive value.

13. **Interpretation:** This Agreement is the product of negotiation between the parties, and the parties agree that no term shall be construed against any either party by application of any doctrine of interpretation against the draftsman—*(contra proferentem)*.

[Execution Page Follows]

This Agreement is executed this _____ day of February, 2023.

Watertown Riverfest Inc.

By: _____
Jonathan Lampe, President

Date: _____

CITY OF WATERTOWN

By: _____
Emily McFarland, Mayor

Date: _____

Attest: _____
Megan Dunneisen, City Clerk

Date: _____

AGREEMENT

THIS AGREEMENT (the "Agreement") is made this _____ day of February, 2023~~22~~ (the "Effective Date") by and between WATERTOWN RIVERFEST INC, a ~~non-stock not for profit organization in Wisconsin~~Wisconsin non-stock corporation. ("Watertown Riverfest Inc") and the CITY OF WATERTOWN, WISCONSIN (the "City").

RECITALS

WHEREAS, the City has taken on responsibility to cover the financial costs for an Annual Riverfest Celebration for 30 years by designating a committee to organize and host the event and setting up Fund 12 for payment of costs; and,

WHEREAS, the group of individuals that have been responsible for planning, scheduling, and budgeting the Annual Riverfest Celebration for the last 30 years have decided to retire; and,

WHEREAS, concerns have been raised about the ability to continue the Annual Riverfest Celebration when current projections show the event will create a substantial financial liability for the City under its current structure; and,

WHEREAS, Watertown Riverfest Inc wishes to carry on the Annual Riverfest Celebration on behalf of the City and is willing to take on responsibility and ownership of the event going forward; and,

WHEREAS, the City wishes Watertown Riverfest Inc to take on the responsibility and ownership of the Annual Riverfest Celebration.

NOW THEREFORE, the City and Watertown Riverfest Inc for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree as follows:

ARTICLE I
CITY’S OBLIGATIONS

1. Transfer of Funds. The City shall transfer the balance of Fund 12 funds designated for the Annual Riverfest Celebration to Watertown Riverfest Inc via check made payable to Watertown Riverfest Inc within 30 (thirty) days of this Agreement being finalized, fully executed.

2. Special Event Application. The City shall cooperate with ~~the~~ Watertown Riverfest Inc in approving and setting up the special event under the applicable ordinances, including, but not limited to Watertown Ordinance Ch. 428.

Watertown Riverfest Inc. anticipate the following requests associated with its initial special event application in 2023, *inter alia*:

- a. **Illumination:** Illumination of the Riverfest Ground shall be sufficient to light the entire area of the event at the rate of at least five lumens except during fireworks and in areas that are access restricted after dark. Lights will also be able to be restored in public areas during fireworks.
- b. **Noise:** Watertown Riverfest Inc will seek approval for the following noise standard (to the exclusion of others): ~~Peak sound pressure level shall not exceed 105 dB ‘A’ weighted at the FOH (front of house) mix position as measured by the venue’s SPL meter.~~ An “Amplified Music Permit” shall be applied for by Watertown Riverfest Inc. Quite hours shall be 11 pm to 5 am. Notwithstanding any provision to the contrary, Watertown Riverfest Inc shall be permitted to operate at full volume from 8am (to support sound checks and the carnival) to 11pm each day of the festival.
- c. **Open Containers:** Watertown Riverfest Inc shall establish its open container boundaries with prominent signs and Watertown Auxiliary Police or Watertown Police officers at all street and sidewalk entrances. Personnel shall observe and prevent attendees from bringing alcohol on premises and removing open containers from premises. Service of open containers will only be permitted within boundaries defined by fences and signs.
- d. **Dispensing Fermented Malt Beverages / Wine:** Watertown Riverfest Inc (or its duly licensed vendors) shall be allowed to dispense to any person up to ~~four~~two (2 4) fermented malt beverages and/or wine at a time for removal from the event licensed premises, and no person shall remove at one time more than ~~four~~two (2 4) such fermented malt beverages and/or wine from the event licensed premises.
- e. **Non-Alcoholic Beverage Protocol:** Watertown Riverfest Inc shall use ~~different colored paper or plastic cups of a different color than it alcoholic beverage cups~~ for all non-alcoholic beverage cups. ~~, but~~†The cups shall not be required to bear the name of the event or a sponsor’s name. -The cups may bear the printed name of a non-alcoholic beverage (e.g., “7up”) but may not bear the name of an alcoholic beverage (e.g., “Miller Lite”).

Acknowledging that the applicable municipal ordinances and the needs and implementation of the Annual Riverfest Celebration by Watertown Riverfest Inc may change from time to time, Watertown Riverfest Inc reserves the right to add, remove, and supplement the above permitting requests. The above is provided to afford advance notice to the City of anticipated special event permit requests. By

executing this agreement, neither the City nor Watertown Riverfest Inc are bound to the permitting requests contained above.

2.3.Services Provided. In April of each year this Agreement is active, each City Department that ~~provided services to assist~~is reasonably necessary to provide services in hosting the Annual Riverfest Celebration ~~in the prior year~~ shall meet with a designee from Watertown Riverfest Inc to discuss the scope, services, ~~provided by the Department the prior year and the and~~ estimated cost associated with providing those services for the current year. The parties shall negotiate in good faith to arrive at services agreements necessary to host the Annual Riverfest Celebration. Watertown Riverfest Inc shall contact the Department Head of each department it anticipates will be reasonably necessary to provide services to schedule the April Meetings.

3.4.Transfer of Riverfest Logo and IP. The City hereby transfers and assigns any and all right, title, interest and goodwill in or associated with the Intellectual Property or proprietary rights associated with the Annual Riverfest Celebration ~~Logo,~~ as it exists now or has existed in the past, to Watertown Riverfest Inc including, but not limited to the logo.-

5. Dates Park Reserved. The City will not rent the Riverfest Grounds to any other organization or individual from the Monday before to the Monday after the 2nd (second) full weekend in August. The City shall provide rent-free use of said Riverfest Grounds to Watertown Riverfest Inc for the purposes set forth in this agreement.

—Riverfest Grounds Improvements. The City shall:

a. — Conduct an Engineering inspection of the bandshell located on the Riverfest Grounds and certify that said bandshell is watertight and safe for use in sufficient time to serve the year 2023 Annual Riverfest Celebration.

b. — Create additional permanent bathrooms reasonably serving the crowd attendance anticipated at the Annual Riverfest Celebration in sufficient time to serve the year 2024 Annual Riverfest Celebration.

c. — Repave the parking lots serving the Riverfest Grounds in sufficient time to serve the year 2025 Annual Riverfest Celebration.

ARTICLE II
WATERTOWN RIVERFEST INC’S OBLIGATIONS

1. Riverfest. Watertown Riverfest Inc shall accept all responsibility for planning, scheduling, and hosting the Annual Riverfest Celebration.

2. Application For Special Event Permit. Watertown Riverfest Inc shall apply for a special event permit for the event for 2023 on or before March 15, 2023. For each subsequent year Watertown Riverfest Inc shall apply for the special event permit on or before January 5 of each year. The Special Event Permit may be for up to 4 (four) days which will include the 2nd (second) full weekend in August for each year.

3. Application for Outdoor open Container Entertainment event Permit. Watertown Riverfest Inc. shall apply for an Outdoor Open Container Enteratinment event permit under Watertown Ordinance § 428-8 on or before June 1 of each year the event proceeds.

4. Location. The Annual Riverfest Celebration shall be held in Riverside Park, which includes the volleyball area, the ball diamonds, the island, swimming pool and entire park area between Labaree Street and the Rock River from Boughton Street west up to and including the west playground area. This area shall be designated the Riverfest Grounds. A map of the Riverfest Grounds is attached hereto and incorporated by reference as Exhibit A.

5. Termination of Agreement. ~~The~~ Watertown Riverfest Inc. may terminate this Agreement by providing notice to the City of its desire to terminate this Agreement, ~~prior to submitting its application for special event license.~~ Upon termination under this provision Watertown Riverfest Inc shall provide a statement of all revenue received and expenses incurred in fulfilling its obligations for hosting the Annual Watertown Riverfest Celebration. ~~Any remaining funds shall be paid to the City of Watertown, or a 501(c)(3) nonprofit organization approved by the City of Watertown, and which agrees to assume Watertown Riverfest Inc's obligations under this agreement. Any remaining funds after valid liabilities are paid shall be distributed pursuant to Watertown Riverfest Inc's purpose, as articulated in its Articles of Incorporation.~~

ARTICLE III
GENERAL PROVISIONS

1. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

2. Modifications. This Agreement may be amended or modified only by a written instrument duly executed by both of the parties hereto.

3. Notices. Any notice required hereunder shall be given in writing, signed by the party giving notice, personally delivered or mailed by certified or registered mail, return receipt requested, or electronically delivered via e-mail to the parties' respective addresses as set forth below:

To the City: Mayor Emily McFarland
City of Watertown
106 Jones Street
Watertown, WI 53094
E-mail: emcfarland@cityofwatertown.org

Copy to: Atty. Steven T. Chesebro
City Attorney
City of Watertown
106 Jones Street
Watertown, WI 53094
E-mail: schesebro@cityofwatertown.org

To Watertown Riverfest Inc.: Watertown Riverfest Inc
Attention: Jonathan Lampe

E-mail: _____

Notice shall be deemed delivered (a) in the case of personal delivery, on the date when personally delivered; (b) in the case of certified or registered mail, on the date when deposited in the United States mail with sufficient postage to effect such delivery; or (c) in the case of electronic delivery via e-mail, on the date when any such e-mail was sent. Each party may change the address to which notice must be given by delivery of written notice to the other parties in accordance with this Section.

4. Severability of Provisions. In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained herein.

5. Time of Essence. Time is of the essence.

6. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original.

7. Defaults; Litigation. No party shall be deemed to be in default under this Agreement for failure to perform any term or condition of this Agreement unless the other party (the "Non-Defaulting Party") has first given the party alleged to be in default (the "Defaulting Party") written notice describing such failure, and the Defaulting Party does not, within 30 (thirty) days thereafter, cure such failure (an "Event of Default"). Following an Event of Default, the Non-Defaulting Party shall have all rights and remedies available to it under law or in equity against the Defaulting Party. In connection

with any litigation arising out of this Agreement, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney's fees.

8. Headings. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

9. Authority to Sign. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

10. Force Majeure: Watertown Riverfest Inc shall not be liable for any failure or delay in the performance of its obligations under this agreement caused by forces beyond its control including, by way of example and not limitation: strikes and work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural disaster, acts of God, interruption, loss or disruption of utilities, communications or computer services, severe weather, flood, pandemic, and government action. Watertown Riverfest Inc shall use reasonable efforts to resume performance as soon as practicable under the circumstances.

The parties acknowledge that Watertown Riverfest Inc does not have ultimate control over its fundraising results. Watertown Riverfest Inc shall use reasonable efforts to fundraise amounts sufficient to plan, schedule and host the Annual Riverfest Celebration, however, Watertown Riverfest Inc shall be excused from further performance under this agreement in the event that its fundraising efforts fail to generate enough revenue to plan, schedule and host the Annual Riverfest Celebration.

11. Limitation of Liability: In no event shall Watertown Riverfest Inc's liability to the City exceed the amount transferred pursuant to Article I Paragraph 1.

12. Headings: Headings are included to assist the reader's navigation, and do not have any substantive meaning or interpretive value.

9.13. Interpretation: This Agreement is the product of negotiation between the parties, and the parties agree that no term shall be construed against any either party by application of any doctrine of interpretation against the draftsperson ~~(contra proferentem)~~.

[Execution Page Follows]

This Agreement is executed this _____ day of February, 2023.

Watertown Riverfest Inc.

By: _____
Jonathan Lampe, President

Date: _____

CITY OF WATERTOWN

By: _____
Emily McFarland, Mayor

Date: _____

Attest: _____
Megan Dunneisen, City Clerk

Date: _____

RESOLUTION TO APPROVE TRANSIT SYSTEM (TAXI SERVICE) FARE CHANGES EFFECTIVE APRIL 1, 2023

SPONSOR: MAYOR MCFARLAND FROM: FINANCE COMMITTEE

WHEREAS, a taxi service was established in the City of Watertown on July 1, 1990, to supplement local bus service; and,

WHEREAS, beginning January 1, 1994, the present shared-ride taxi system was implemented and local bus service was discontinued; and,

WHEREAS, current taxi service fares have been in effect since August 1, 2021; and,

WHEREAS, the cost of the contract with a private provider to operate the shared-ride taxi service increases annually and has increased from \$863,213 (2022) to \$934,973 (2023) and,

WHEREAS, the City's share of funding the shared-ride taxi service is anticipated to increase in future years as a result of increased costs and federal and state grant funding returning to pre-pandemic levels; and,

WHEREAS, the annual CPI increase for 2023 was 8.3% and a fare increase will help fund the Transit System; and,

WHEREAS, the Common Council of the City of Watertown held a public hearing on January 17, 2023 to hear public comments on the proposed fare increase but no members of the public appeared to comment; and,

WHEREAS, the Transit Commission and Finance Committee have recommended a fare increase effective April 1, 2023, of \$0.25 to fares for Elderly/Disabled within the City limits and \$1.50 to all fares outside the City limits (limited to two-mile radius).

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the fares for the City of Watertown shared-ride taxi service be updated as follows and that the appropriate City officials are hereby authorized to implement the updated fares.

<u>Category</u>	<u>8/1/21 Rate</u>	<u>Change</u>	<u>4/1/23 Rate</u>
Adult	4.00	.00	4.00
Children Accompany Adult (same destination)	2.00	.00	2.00
Children under 18	3.00	.00	3.00
Elderly/Disabled (card required)	2.75	.25	3.00
Corner Stop Service	2.25	.00	2.25
Package/prescription delivery	8.25	.00	8.25
2 miles outside City	8.50	1.50	10.00

Agency/MTM
9.00

9.00 .00

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED February 20, 2023

CITY CLERK

APPROVED February 20, 2023

MAYOR

**RESOLUTION TO
SUBMIT URBAN NONPOINT SOURCE & STORM WATER
MANAGEMENT CONSTRUCTION GRANT FOR 2023 ANNUAL STREET
& UTILITY PROGRAM STORMWATER IMPROVEMENTS**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, The City of Watertown is interested in acquiring an Urban Nonpoint Source & Storm Water Management Construction Grant from the Wisconsin Department of Natural Resources (WDNR) for the purpose of implementing measures to control urban storm water runoff pollution sources, pursuant to ss. 281.65 or 281.66, wis. Stats., and chs. NR 151, 153, and 155; and,

WHEREAS, a cost-sharing grant is available to assist in the funding of design and construction of stormwater improvements in conjunction with the City’s 2023 Street & Utility Project; and,

WHEREAS, the Wisconsin Department of Natural Resources cost share for the project may not exceed 50 percent of eligible costs, and is capped at \$150,000; and,

WHEREAS, the City’s storm water consultant has estimated that eligible project costs will be approximately \$100,000; and,

WHEREAS, if the City is awarded a WDNR Urban Nonpoint Source & Storm Water Management Construction Grant for 2023 Annual Street & Utility Program Stormwater Improvements, the WDNR cost share will be approximately \$50,000 and the City’s cost share will be approximately \$50,000; and,

WHEREAS, the City of Watertown Engineering Division and Storm Water Utility will request funds from Account #16-58-16-47 Outside Services Employed be appropriated for the City of Watertown’s cost-share portion for the Urban Nonpoint Source & Storm Water Management Construction Grant.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE
CITY OF WATERTOWN, WISCONSIN:**

The Common Council of the City of Watertown hereby authorizes the Mayor to act on the behalf of the City of Watertown as the authorized responsible governmental official, to sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available, sign a grant agreement between the City of Watertown and the Wisconsin Department of Natural Resources, sign and submit reimbursement claims along with necessary supporting documents, sign and submit interim and final reports and documents, sign and submit an Environmental Hazards Assessment Form if applicable, take necessary action to undertake, direct and complete the approved project; and that the City of Watertown shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED February 20, 2023

CITY CLERK

APPROVED February 20, 2023

MAYOR

**RESOLUTION TO
SUBMIT URBAN NONPOINT SOURCE & STORM WATER
MANAGEMENT CONSTRUCTION GRANT FOR BIOFILTER
CONSTRUCTION AT YARDWASTE SITE**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, The City of Watertown is interested in acquiring an Urban Nonpoint Source & Storm Water Management Construction Grant from the Wisconsin Department of Natural Resources (WDNR) for the purpose of implementing measures to control urban storm water runoff pollution sources, pursuant to ss. 281.65 or 281.66, wis. Stats., and chs. NR 151, 153, and 155; and,

WHEREAS, a cost-sharing grant is available to assist in the funding of design and construction of stormwater treatment systems to control pollutants at the City's Yard Waste Site; and,

WHEREAS, the Wisconsin Department of Natural Resources cost share for the project may not exceed 50 percent of eligible costs, and is capped at \$150,000; and,

WHEREAS, the City's storm water consultant has estimated that eligible project costs will be approximately \$365,000; and,

WHEREAS, if the City is awarded a WDNR Urban Nonpoint Source & Storm Water Management Construction Grant for the Yardwaste Site Biofilter project, the WDNR cost share will be \$150,000 and the City's cost share will be approximately \$215,000; and,

WHEREAS, the City of Watertown Engineering Division and Storm Water Utility will request funds from Account #16-58-16-47 Outside Services Employed be appropriated for the City of Watertown's cost-share portion for the Urban Nonpoint Source & Storm Water Management Construction Grant.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

The Common Council of the City of Watertown hereby authorizes the Mayor to act on the behalf of the City of Watertown as the authorized responsible governmental official, to sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available, sign a grant agreement between the City of Watertown and the Wisconsin Department of Natural Resources, sign and submit reimbursement claims along with necessary supporting documents, sign and submit interim and final reports and documents, sign and submit an Environmental Hazards Assessment Form if applicable, take necessary action to undertake, direct and complete the approved project; and that the City of Watertown shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED February 20, 2023

CITY CLERK

APPROVED February 20, 2023

MAYOR

**RESOLUTION TO
SUBMIT VIBRANT SPACES GRANT FOR DOWNTOWN ALLEY
INFRASTRUCTURE IMPROVEMENTS**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, The City of Watertown is interested in obtaining a Vibrant Spaces Grant from the Wisconsin Economic Development Corporation (WEDC) for the activation and improvement of downtown alleys, and,

WHEREAS, a cost-sharing grant is available to assist in the improvement of alley infrastructure, specifically screening, pavement and drainage improvements, as recommended in the Main Street Task Force Main Street Reconstruction Recommendations report; and,

WHEREAS, the WEDC cost share for the project may not exceed 50% and is capped at \$50,000; and,

WHEREAS, if the City is awarded a WEDC Vibrant Spaces Grant for the Downtown Alley Infrastructure Improvements, the WEDC cost share will be \$46,790 and the City’s cost share will be approximately \$46,790; and

WHEREAS, the City of Watertown Engineering Division and Stormwater Utility will request funds from the Storm Water Utility Fund Balance be appropriated for the City’s cost share portion of the Vibrant Spaces Grant upon award.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE
CITY OF WATERTOWN, WISCONSIN:**

The Common Council of the City of Watertown hereby authorizes the Mayor to act on behalf of the City of Watertown as the authorized governmental official, to sign and submit an application to the Wisconsin Economic Development Corporation for any financial aid that may be available; sign a grant agreement between the City of Watertown and the Wisconsin Economic Development Corporation, sign and submit reimbursement claims and any supporting documents, sign and submit interim and final reports and documents, take necessary action to undertake, direct and complete the approved project; and that the City of Watertown shall comply with all state and federal laws, regulations and permit requirements pertaining to the implementation of this project and to fulfill the grant provisions.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED February 20, 2023

CITY CLERK

APPROVED February 20, 2023

MAYOR

**RESOLUTION TO
ENTER INTO THE
SUPPLEMENTAL LETTER AGREEMENT FOR PROFESSIONAL
SERVICES BETWEEN THE CITY OF WATERTOWN AND SHORT
ELLIOTT HENDRICKSON INC.**

**SPONSOR: MAYOR EMILY MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the Watertown Fire Department submitted a Request for Proposal to locate an architect that could provide services to the Fire Department for the designing of a new Fire Station; and,

WHEREAS, in response to the Request for Proposal the Fire Department received four proposals which a Selection Committee of the City reviewed and requested two of the four firms that submitted proposals complete an interview; and,

WHEREAS, based on the interviews conducted the Fire Department and Selection Committee recommend Short Elliott Hendrickson Inc. (“SEH”) be chosen to design a new Fire Station for the City of Watertown based on it having submitted the lowest cost proposal at \$547,580.00 (Five Hundred Forty-Seven Thousand Five Hundred Eighty and 00/100 Dollars) and based on the abilities and experience of SEH in the proposal and interview phase of the process; and,

WHEREAS, the Finance Committee approved awarding the agreement to SEH on February 13, 2023 and SEH has submitted the attached Supplemental Letter Agreement dated 2/13/2023 for professional services for the design and construction administration of the new Watertown Fire Station facility between the City of Watertown and Short Elliott Hendrickson Inc.; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City Officials be and are hereby authorized to enter into an agreement with SEH for professional services regarding the design of a new Fire Station for an amount not to exceed \$547,580.00 (Five Hundred Forty-Seven Thousand Five Hundred Eighty and 00/100 Dollars) after the City Attorney negotiates any modifications to the specific wording to meet with the City Attorney’s approval regarding the form of the agreement. Attached is a Supplemental Letter Agreement dated 2/13/2023, which is the proposed terms of agreement provided by SEH.

BE IT FURTHER RESOLVED, that the City Attorney will provide a status update to the Finance Committee providing the Committee a copy of the Final Agreement after it has been signed by SEH and the Mayor.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED February 20, 2023

CITY CLERK

APPROVED February 20, 2023

MAYOR

Supplemental Letter Agreement

Section 11, Item F.

In accordance with the Master Agreement for Professional Services between City of Watertown ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective 10/28/2019, this Supplemental Letter Agreement dated 2/13/2023 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Professional services for the design and construction administration of the new Watertown Fire Station facility.

Client's Authorized Representative: Travis Teesch, Fire Chief
Address: 106 Jones Street
Watertown, WI 53094
Telephone: 920-470-5689 **email:** ttesch@cityofwatertown.org

Project Manager: Trevor Frank
Address: 425 W. Water Street, Suite 300
Appleton, WI 54911
Telephone: 920.585.4320 **email:** tfrank@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Per the scope of services outlined in the proposal dated 1/25/2023 and attached as Exhibit A-1

Schedule: Per the schedule of services outlined in the proposal dated 1/25/2023 and attached as Exhibit A-1

Payment: The lump sum fee is \$547,580.00 including expenses and equipment invoiced monthly as a percentage based on work completed the prior month per the fee proposal attached as Exhibit A-2

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-3. Additional work, if required, shall be compensated in accordance with the rate schedule attached hereto as Exhibit A-4.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

x:\uz\lw\atm\pursuits\p170065_fire station_ar_01.23\6. csm pm text\contracts\suppl ltr agreement.docx

City of Watertown

Short Elliott Hendrickson Inc.

By: _____
Emily McFarland
Title: Mayor, City of Watertown

By: _____
Michael Court
Title: Client Service Manager

By: _____
Travis Teesch
Title: Fire Chief, City of Watertown

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS**A. Standards of Performance**

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated

with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

SECTION V – DISPUTE RESOLUTION**A. Mediation**

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

SECTION VI – INTELLECTUAL PROPERTY**A. Proprietary Information**

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

PROPOSAL FOR PROFESSIONAL DESIGN SERVICES

City of Watertown Fire Station

WATERTOWN, WISCONSIN | JANUARY 25, 2023



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World
for All of Us®

January 25, 2023

City of Watertown
Attn: Travis Teesch, Fire Chief
106 Jones Street
Watertown, WI 53094

RE: Professional Design Services for the City of Watertown Fire Station

Dear Chief Teesch and Members of the Selection Committee:

Designing and building a new fire station is an important process. The facility needs to accommodate future change in the community, fire department and fire/public safety industry, and it needs to reflect the values and vision of the community. As the City of Watertown moves forward with the design of a new station, it needs a dedicated and experienced consultant team that understands the operations and design of fire stations. In this capacity, Short Elliott Hendrickson Inc. (SEH®) is prepared to work alongside your community stakeholders, serving as a committed and driven project partner. In doing so, our team provides the following advantages:



- **PUBLIC SAFETY EXPERIENCE** – With more than 100 fire station designs completed in the last 10 years, we can confidently say that “we know fire stations.” Our team, which includes the former Fire Chief in Kenosha and a paid on-call firefighter in Germantown, has firsthand knowledge of what goes into daily operations and what should drive programming. With that experience, we’ve identified many best practices, which can provide cost and operational efficiencies for your department. We take pride in helping our clients meet unique needs with creative solutions.
- **EMPHASIS ON WELLNESS AND SAFETY** – Designing a new fire station is an opportunity to make the community safer, but it’s also important to prioritize the safety and wellness of your personnel. Through strategic programming and design, we focus on developing training facilities, fitness spaces and design layouts that support decontamination and general well-being by designing gender neutral features that allow for separate restrooms, shower rooms and work and rehabilitation areas – all of which are important to preventing and mitigating exposure to harmful cancer-causing contaminants.
- **DELIVERING COST-EFFECTIVE RESULTS** – We are confident in our ability to meet your budget and schedule based on our understanding of the building’s design needs and our extensive experience. We are committed to protecting your investment by containing costs on this project, as our team completes a cost estimation exercise at crucial milestones to make sure projects are within budget at the time of bidding.
- **OPERATIONAL EFFICIENCY AND SUSTAINABILITY** – Our team has worked with clients to design renovation and new construction solutions for efficient, functional and cost-effective fire stations, achieving sustainability goals as well as specific recognition through accredited programs. Through our approach to public safety facility design, the City has an opportunity to explore layouts, materials, energy sources and systems that are environmentally friendly and offer real-world payback in terms of life cycle and performance costs.

We sincerely appreciate the opportunity to partner with the City on this important project. If you have any questions regarding any of the information provided, please do not hesitate to contact me at 920.585.4320 or tfrank@sehinc.com.

Respectfully Submitted,

TREVOR FRANK AIA, LEED AP®, NCARB, PMP | ARCHITECT IN WI
PROJECT MANAGER

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058

920.380.2800 | 888.413.4214 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

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**PROPOSED
SERVICES**



Proposed Services

Based on our understanding of community and departmental needs, our team is prepared to get to work on this project immediately. Our plan to deliver this project in a timely and cost-efficient manner is outlined below and on the pages to follow. As requested, we've included an at-a-glance summary of services as well as details for each phase.

PARTNERSHIP APPROACH TO FIRE STATION DESIGN

With emergency services and municipal buildings comprising nearly all of the work that we complete, our team is uniquely qualified to take on this project and we're eager to get started on your behalf.

It is important to create a partnership in the early stages of planning a future fire station facility that pulls together our highly technical professionals with representatives from the Fire Department and City who will work on this from start to finish.

The experience and professional credibility that this team brings to the process will help garner the support and respect of Watertown's residents and stakeholders. We are working with several other communities on similar efforts, we understand the work involved, and the process for successfully getting these projects completed. This work is focused on delivering 21st century facilities that solve today's complex issues within the fire service.

With this experience and insight, we have included our understanding of some of the key considerations of this project.

YOUR FIRE STATION FACILITIES

In the previous fire station studies recently completed by the Watertown Fire Department, the City identified key needs for the Department, including greater capacity and modernization to serve the growing Watertown community and the inclusion of training programs and facilities.

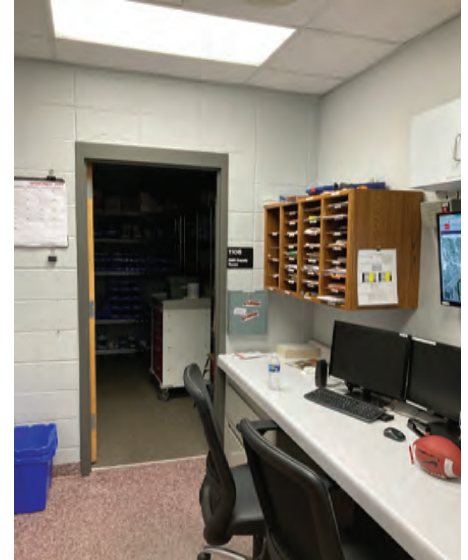
The SEH team has been following the development of the City's need for a fire station, and we understand the challenges the department has been facing, which include:

- Efficiency of response from the current site compounding with the evolutionary changes in the fire service industry
- Cancer prevention through decontamination
- Future-proofing the station to accommodate the ever-growing gender mix
- Providing proper spaces for training that include more computer-based and distance learning platforms
- Understanding the Fire Department's needs to "future proof" your investment by assessing the needs of a demographic shift in available workforce as well as anticipating needs of a growing community

Additionally, recruitment in fire service is at an all time low, so it magnifies the need for a facility that is capable of recruitment and retention that fosters pride in the department.

Our proven approach will address these challenges head on and will result in a new community-supported fire station that the City and fire department staff can be proud of.





SUMMARY OF SERVICES

PHASE ① – PLANNING

- Project Kick-off: Introductions, roles and responsibilities, develop schedule and key milestone dates, discuss budget and goals for the project
- Review of previously completed Facilities Study
- Conduct space programming for the building interior
- Facilitate staff meetings to develop building components
- Make recommendations regarding sustainable options as prescribed by LEED standards
- Complete the due diligence necessary to identify the impacts of the wetlands or water resources on the site development and improvements
- Create collateral materials to illustrate the Conceptual Design (Floor and site plans, elevations, renderings, schedules and schematic cost estimates)
- Make recommendations regarding alternate materials, methods and features that offer cost savings while maintaining quality
- Make recommendations for the potential to have additional training areas designed into the site and facility
- Program the various functions into the training tower or facility. Discuss and weigh the advantages of live burn vs. simulated training capability.
- Provide meeting materials and exhibits to gain approval of the Common Council prior to proceeding to Phase 2
- Assist the City with the selection of a Construction Manager (if applicable)

PHASE ② – DESIGN

- Prepare all construction documents, specifications and final schedules and cost estimates
- Attend applicable public meetings associated with review and approval of the design
- Use the final design documents to gain approval of the Common Council prior to proceeding to Phase 3.

PHASE ③ – BIDDING

- Prepare all bid documents and specifications for bidding the project
- Respond to questions from the prospective bidders during the bid process
- Prepare and distribute necessary addenda and revise the plan holders list during the bid process
- Evaluate the submitted bids and make recommendations to the City for Contract award

PHASE ④ – CONSTRUCTION ADMINISTRATION

- Coordinate all construction administration services through the City of Watertown and owner's representative (CM), who will lead the construction administration effort (if applicable)

DETAIL OF PROPOSED SERVICES: SCOPE OF WORK

The City of Watertown recently determined the need for a new fire station to serve its population for the next 50 years. Based on our understanding of the City's scope of services provided in the RFP, as well as the experience we have acquired from work on more than 100 fire stations, we have developed an approach to deliver our design services, which is outlined on the following pages.

PROJECT KICK-OFF MEETING

All key team members are in attendance.

- Introductions
- Discuss roles and responsibilities
- Understand decision-making process
- Discuss schedule and tasks to be completed
- Discuss budget and potential funding sources

PHASE ① – PLANNING *(all disciplines)*

- Develop strategy/schedule and workflow with design team and Owner
- The design team will conduct a review of the already completed Facilities Study for City of Watertown Fire Department as part of their background for the project planning.
- Using industry standards, project experience and input from City Staff, the design team will conduct appropriate space programming for the building interior, including basic information such as sizes, space requirements, workflows, activities and special uses.
- The design team will facilitate meetings with City staff as needed to develop basic components and planning of the building program, including building systems, equipment, materials and code compliance to support service needs.
- The design team will facilitate a listening session with end users, including female firefighters of the WTFD to make sure their voices are heard in the programming and design of the station.
- The design team will make recommendations regarding sustainable options to consider in the construction of the facility as prescribed by Leadership in Energy and Environmental Design (LEED) standards.

- The design team will create and provide schematic site plan sketches, elevations, renderings, schematic cost estimates and conceptual project schedules as necessary to create the conceptual project design.
- The design team will make recommendations regarding the potential to have additional training space/training tower added to the facility.
- The design team will make recommendations regarding alternative materials, construction methods or design features that offer potential cost savings while meeting desired quality standards.

WATER RESOURCES *(Wetlands, Waterways, Floodplains and Permitting)*

Our natural resources scientists have completed some basic DNR website and regulatory database research for the proposed Watertown site to identify potential site limitations. A wetland delineation will be necessary to inform the site design and in preparation for any required DNR permits. SEH's Assured Wetland Delineator has extensive experience and is adept at performing wetland delineations at sites that may be complicated due to past disturbance. With a nearby waterway, waterway or wetland permits may be necessary, SEH's experienced natural resources staff understand unique aspects of the Wisconsin water regulatory regulations. The proposed site also has a regulatory floodplain adjacent to the waterway, SEH's water resource engineers offer diverse experience on water resources projects – from innovative water quality improvement to hydraulic structures, floodplain management and watercourse rehabilitation in urban settings, if floodplain modeling or mitigation is necessary.

- Once the Common Council has accepted the recommended conceptual design as outlined here within Phase 1, then the design team will proceed to Phase 2.

PHASE ② – DETAIL DESIGN *(all disciplines)*

Prior to this phase, the team will review and revise any information that was gathered during the Common Council review and presentation.

- The design team will prepare all construction documents, civil engineering plans, specifications, final construction cost estimates and final timelines for completion of the project.
- The design team will attend all applicable public meetings associated with the review and approval of the proposed design.
- Once the Common Council has accepted the recommended final design as outlined here within Phase 2, then the design team will proceed to Phase 3.

During detail design, the building materials, systems, and enhanced functional and operational adjacencies are refined. The design process integrates stakeholders' input responding to environmental, lifecycle cost, security issues, budget, and schedule considerations. Based upon the approved schematic design, the schematic architectural, landscape, and civil concepts will be developed into final construction documents with consideration of sustainability, lifecycle maintenance and durability, phasing, budget, schedule, and constructability.

PHASE ③ – BIDDING *(all disciplines)*

Upon approval of detail design documents, the SEH team will proceed with assisting the City of Watertown in bidding the project to qualified general contractors.

- The design team will prepare all the bid documents and specifications suitable for public bidding according to applicable standards.
- The design team will respond to all questions posed by prospective bidders during the construction bid process.
- The design team will also prepare and distribute any necessary addenda, distribute plans and bid documents, and keep a record of the plan holder's list.

- The design team will attend a pre-bid conference to inform bidding contractors of the details regarding the bid process.
- The design team will make a recommendation to the City on bid award considering their evaluation of the bids based on bidders' qualifications, compliance with bid requirements, and price.

PHASE ④ – CONSTRUCTION ADMINISTRATION *(all disciplines)*

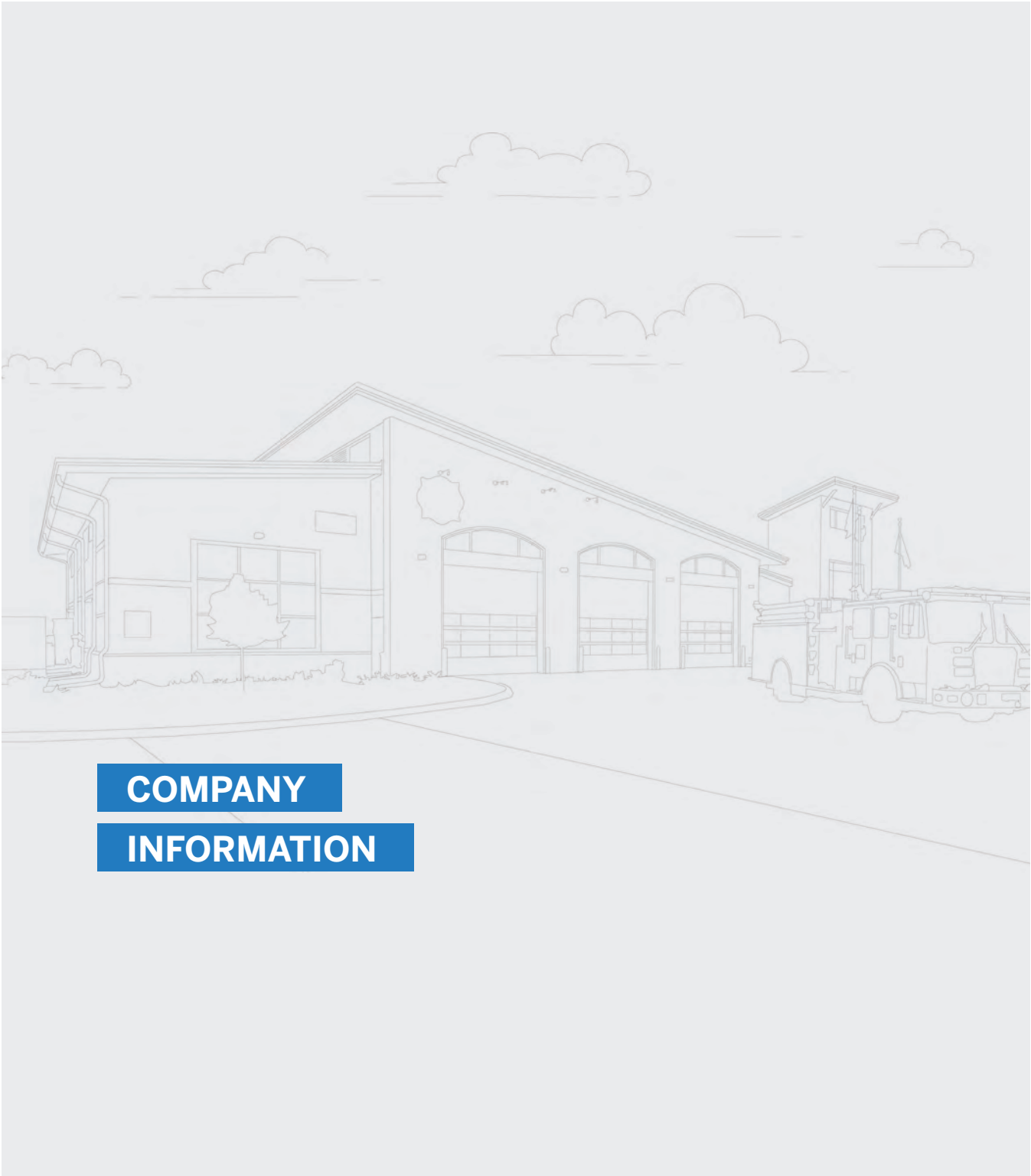
- Coordinate all construction administration services through the City of Watertown and owner's representative (CM), who will lead the construction administration effort (if applicable).
- Review shop drawings and material submittals
- Respond to contractor questions/RFIs throughout the construction process
- Attend bi-weekly construction meetings and site observations
- Provide field observation reports to Owner, CM, and contractor
- Issue clarifications as needed
- Attend construction progress meetings in person every other week throughout duration of construction
- Project Closeout
- Conduct final walk-through inspection
- Develop punch list
- Issue certificate of compliance with state and local authority having jurisdiction
- Assist with commissioning and training
- Generate final record drawings, based on as-built documentation from contractor
- Attend 11-month warranty walk through following construction completion

“SEH does not prioritize building fire stations. What they do is build relationships. They are customer focused and partner with a Fire Chief to make sure to arrive at the best possible recommendations and outcomes for the community. I was very impressed on how they were more concerned about building trust than building new stations.”

MIKE STANLEY | FIRE CHIEF, CITY OF OSHKOSH

PROJECT SCHEDULE

TASKS	2023												2024				
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Kick-Off Meeting	■																
Schematic Design	■	■															
Design Development			■	■													
Wetland Delineation					■												
Discuss Sustainable Strategies			■	■													
Preliminary Design Meetings	■	■	■														
30% Design Drawings	■	■	■														
30% Cost Estimate	■	■	■	■													
30% Review with City Council & Staff				■													
Staff Input Meetings		■	■	■	■	■	■	■	■	■	■						
Bi-Weekly Check-Ins During Design	■	■	■	■	■	■	■	■	■	■	■	■					
60% Design Drawings				■	■	■	■										
60% Cost Estimate				■	■	■	■										
60% Review with City Council and Staff							■										
90% Design Drawings							■	■	■	■							
90% Cost Estimate							■	■	■	■							
90% Review with Village Board and Staff										■							
100% Drawings and Cost Estimate										■	■						
Plan Commission Review											■						
AHJ Review											■	■					
City Council Final Approval											■						
Advertising/Bidding												■	■				
Contracting/Schedule Float													■	■	■		
Construction Start																■	



**COMPANY
INFORMATION**



Company Information

SEH is a 100% employee-owned company providing architectural, engineering, planning and environmental services to public and private clients throughout the country. Our integrated teams are simplifying the world's complex challenges by improving mobility, designing better places, engineering clean water and renewing infrastructure.

SHORT ELLIOTT HENDRICKSON INC. (SEH®)

Our 800-plus employee-owners share a core purpose: Building a Better World for All of Us®. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government and helping industrial and commercial clients achieve their business goals.

Headquartered in St. Paul, Minnesota, and with 32 offices in 11 states, you'll find evidence of our work throughout the United States. **The SEH offices in Appleton, Milwaukee, Delafield and Madison will be the office locations that serve Watertown for this assignment.**



SHORT ELLIOTT HENDRICKSON INC.

Founded in
1927

HAS GROWN TO



OWNERSHIP

Employee-Owned

AFFILIATION

Corporation

SIZE

800+ employees working
from 32 locations nationwide

PUBLIC SAFETY EXPERIENCE AND QUALIFICATIONS

Today's public safety buildings reflect the fact that first responders are an integral part of their communities. They require facilities that are welcoming to the public, yet offer a high level of security. With over 100 public safety building projects completed nationwide, SEH is at the forefront in current design trends and new technologies. Our understanding of the unique needs in emergency responsiveness, combined with our progressive design approach, allows us to provide municipalities with the expertise necessary for project success. Our staff is familiar with all aspects of the seemingly endless list of design considerations that must be addressed early in the planning process. The end result is a station that is functional, sustainable and brings pride to the community.



Click or scan this QR
Code for the eBook!

EMPLOYING

800+

engineers, architects,
planners, scientists, and
talented professionals

WHO WORK TOGETHER TO SERVE

4 market areas: mobility,
better places, clean water,
and renewing infrastructure



OPENED FIRST WISCONSIN OFFICE

1973

which includes
9 locations
in Wisconsin



WITH 145+

staff based in
Wisconsin

SEH has the qualifications, experience, skills, and knowledge to deliver highly functional, cost-effective, and efficient public safety facilities.



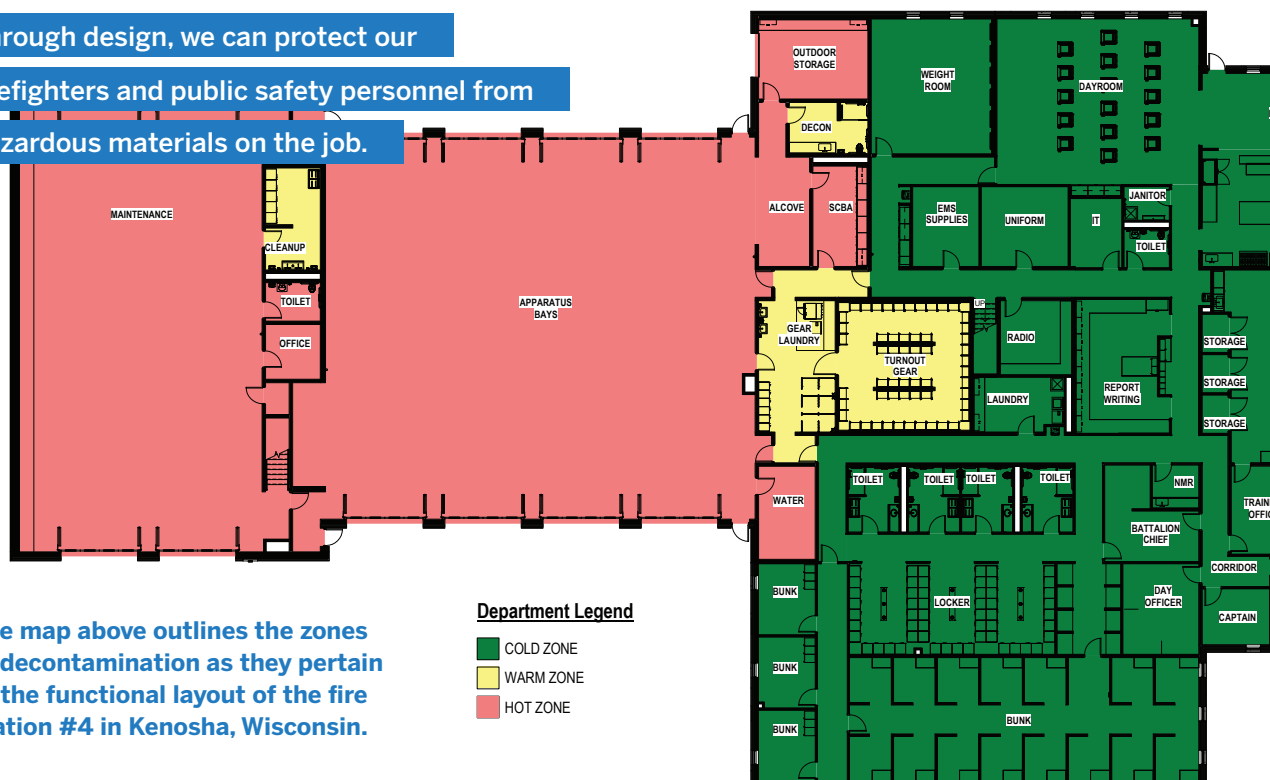
SEH has a thorough understanding of fire station operations and the specific needs of the Watertown community. Our architectural practice includes team members with firefighting experience – they bring a pragmatic perspective to our programming and designs. Their experience gives us a leg up with knowledge of firefighting equipment and vehicle storage, gender neutral living quarters for on-duty personnel, training and exercise areas, and administrative and support spaces. Our team also has familiarity with building codes and regulations related to fire stations, as well as accessibility requirements.

HAZARDOUS MATERIAL HANDLING AND DECONTAMINATION

Contamination prevention and mitigation is the current best practice in all emergency services design. By developing the building program in zones from “Hot” to “Warm” to “Cold” or red, yellow and green, we are able to isolate the contaminants before they get into the living spaces of the stations. Strategically placing the decontamination spaces directly off the apparatus floor in what is considered the hot zone allows personnel to decontaminate not only their PPE but themselves as well.

A decade ago, you never would have heard of the placement of exercise cycles or saunas in a fire station. Those items were seen as extravagant amenities and unnecessary to the operation of fire staff. Since cancer prevention is so important in the fire service industry, it is now commonplace to see steam showers, saunas, exercise cycles and treadmills in the decontamination spaces. These allow fire staff to purge the toxins from the surface of their clothing, as well as within their bodies.

Through design, we can protect our firefighters and public safety personnel from hazardous materials on the job.



The map above outlines the zones of decontamination as they pertain to the functional layout of the fire station #4 in Kenosha, Wisconsin.

SUSTAINABILITY AND ENERGY EFFICIENCY

All of our building designs approach sustainability from the unique perspective of the community in which they are constructed. **The Watertown community is in a unique position to be a leader when it comes to exemplifying sustainability in building projects.** It is difficult for a community to enforce sustainability in non-government construction projects if they are not leading the charge in this regard.

Each of the representative project examples we show as experience throughout the proposal all contain a minimum level of sustainability that would equate to LEED Silver certification.

PROJECT NAME	LEED - STATUS	LEED - AWARD
Marshfield Fire Station	LEED: Certified	LEED: Gold
Bois Forte Government and Community Center	LEED: Certified	LEED: Gold
Fort McCoy Noncommissioned Officer Training Academy, Phase II	LEED: Certified	LEED: Gold
Portage Lakefront and Riverwalk	LEED: Certified	LEED: Gold
BLM Rawlins Field Office Building	LEED: Certified	LEED: Gold
UWO-Fox Cities Communication Arts Center	LEED: Certified	LEED: Gold
Depot Square Housing	LEED: Certified	LEED: Silver
Kimberly Clark West Office 2 Renovation	LEED: Certified	LEED: Silver
Wisconsin National Guard (USPFO) - Security Forces Building LEED Site Development Design	LEED: Certified	LEED: Silver
Wisconsin National Guard (USPFO) - Security Forces Combat Arms Training Simulator and Combat Arms Training Simulator Building, General Mitchell IAP	LEED: Certified	LEED: Silver
Design-Build New Fire Station for Grand Forks Air Force Base	LEED: Certified	LEED: Silver
National Wildlife Refuge at Ottawa Visitor Center	LEED: Certified	LEED: Silver
Cheyenne Board of Public Utilities - New Administrative and Engineering Facility	LEED: Built to Standard	LEED: Silver
Elkhart Lake Fire Station	LEED: Built to Standard	LEED: Silver
Richfield Maintenance Facility	LEED: Built to Standard	LEED: Silver
Eagan Fire Safety Campus	The first fire station in the United States certified by the international facilities sustainability program Green Globes.	One Green Globe
Rocky Ford Public Safety Building	Green Globes: Pending Compliance	Two Green Globes
Maplewood North and South Fire Stations	Designed to meet International Green Building Code	
Marshfield LEED Stormwater Design Marshfield Fire and Rescue Facility	LEED: Built to Gold Standard	
Middleton Fire and EMS Facilities	LEED: Built to Silver Standard	
Menomonie North Side Fire Station	LEED: Built to Silver Standard	
Kaukauna Fire Station	LEED: Built to Silver Standard	
Fitchburg West Fire Station	LEED: Built to Silver Standard	
Kaukauna Municipal Services Building	LEED: Built to Silver Standard	
Fitchburg East Fire Station	LEED: Built to Silver Standard	

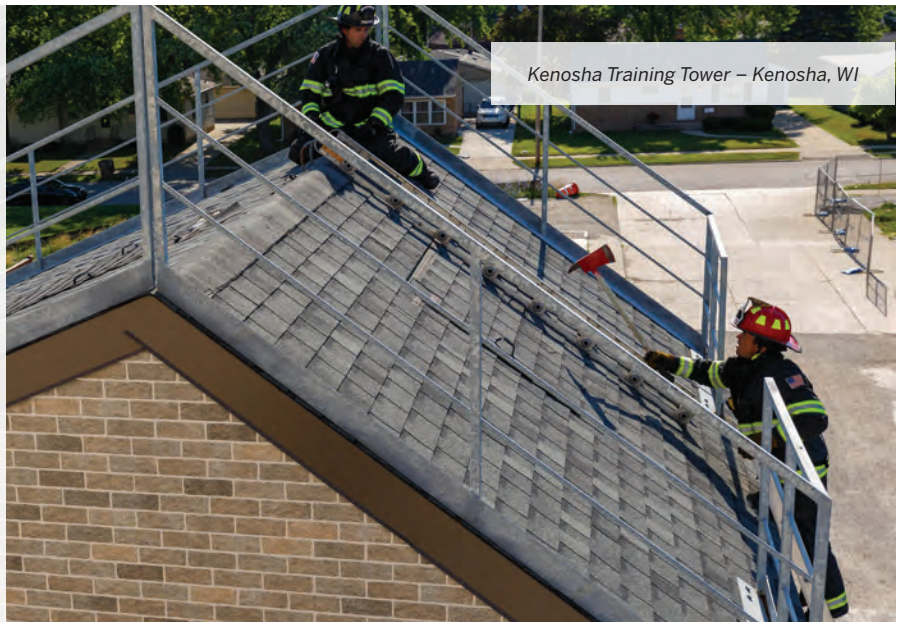
TRAINING FACILITIES

SEH specializes in the design of on-site training facilities for fire departments. In addition to providing venues for firefighters to hone their skills in a local, familiar setting, the design of these features and spaces can provide considerable cost savings for your department and neighboring departments regionally. **Most importantly, we can incorporate these training amenities into the design where it's conducive to accommodate them for little to no added cost.**

With the inclusion of training facilities in your new fire station, you can:

- Provide year-round training on-site
- Eliminate costs incurred for off-site training
- Reduce inconvenient travel for training opportunities
- Hold mandatory recertification and mandatory training exercises
- Enable off-duty firefighters to train independently
- Improve the safety of your firefighters through better access to training

BASED ON YOUR GOALS, BUDGET AND COMMUNITY NEEDS, WE WILL WORK WITH YOU TO IDENTIFY THE TRAINING FACILITIES THAT ARE RIGHT FOR YOUR DEPARTMENT.



Kenosha Training Tower – Kenosha, WI



East Metro Training Facility – Maplewood, MN

STANDALONE TRAINING FACILITIES

SEH specializes in designing the two main types of standalone training facilities: **active burn towers** and **passive training towers**. These facilities provide hands-on training for firefighters that simulates the conditions of a wide range of rescue scenarios.

Standalone training facilities enable your staff to complete all mandatory training on-site, cutting down on travel costs, and allowing for your firefighters to complete exercises at any time. This type of facility can also serve as a regional training center for other local fire departments, as well as police and EMS departments.

We have recently seen a trend in fire departments opening their training facilities to local fire science and technical college programs where students from the fire academy train side by side with fire staff. These invitations have expanded to departmental internships, building the pipeline for future recruits and candidates.

Below is a breakdown of various training amenities we have designed for standalone training towers, as well as key considerations for the design of the building and site.

BUILDING AND SITE CONSIDERATIONS



- Apparatus access
 - Aerials
 - Engines
 - Heavy rescues
 - Ambulances
 - Tenders
- Waterproof lighting and electrical components located away from any live burn areas where water flow is prevalent
- Water systems, including stand pipes for charging hose and sprinkler system
- Storz fire hose connection adjacent to the tower to connect pumpers
- Stormwater detention ponds as water supply for drafting exercises
- Conscious of environment, e.g. building away from property lines and any sensitive neighbors, to the facility fire fighting foam containment on airfields
- Non-asphalt, durable surface vehicle extrication training areas
- Consumable roof structure and building materials for ventilation exercises
- Consumable windows for live window rescue and bailout exercises
- Durable concrete that isn't abrasive on fire gear
- Exterior building and tower surfaces that can sustain impact from ground ladders, including impact rails at strategic levels
- Galvanized steel exterior stairs, catwalks and platforms to prevent corrosion

TRAINING AMENITIES



- High-angle rescue
- Ladder evolutions
- Charged hose, advancement and standpipe evolutions
- Forcible entry evolutions, including reinforced door frames that simulate several deadbolts
- Confined entry training spaces for tripod setups
- Access points at different doors and elevations to simulate different rescue types
- Anchor points for bailout training
- Climbing walls and repelling areas
- Classroom space adjacent to, but separated from, live burn area
- SCBA training areas, including mock apartments, confidence courses, MAYDAY and entrapment training
- Fall protection components
- Ventilation, search and rescue, RIT training
- Sprinkler system training
- Fire behavior
- Water shuttle operations

IN-STATION TRAINING FACILITIES



For a more budget conscious effort, our team will design individual training elements into the station itself. Incorporating these amenities in the station add little to no cost to the design of the facility but can encompass many of the design features outlined (excluding features that involve live burn and smoke). Some of these elements include:

- Ladder evolutions
- Confined entry
- SCBA
- Confidence courses
- Balcony rescue
- High-angle rescue
- Ladder testing
- Simulated smoke training exercises



Kenosha Training Tower – Kenosha, WI



Kaukauna Fire Station – Kaukauna, WI

ORGANIZATION

Project Manager Trevor Frank, AIA, LEED AP, NCARB, PMP has a proven ability to manage and coordinate project teams, as well as excellent communication skills to work effectively with the City, contractors, and other stakeholders. As demonstrated below and on our project example pages later in this document, he has the ability to work within project budgets and schedules. Trevor's 31 years of experience provides him the knowledge to think creatively and problem-solve to come up with innovative solutions to design challenges.

COST CONTROL

At SEH, we have found that estimating the project at critical milestones is the best way to ensure the project budget is maintained. Completing the estimating exercise at each stage of design assures the project is within budget at the time the project is bid. We have been very successful managing project budgets and avoiding the surprise of having the project bid only to find the cost exceeds the budget. See the list of projects below and their respective budgets compared to actual project costs.

Having professional construction estimators as part of the project team saves time during the bidding process and will also give the City peace of mind that the project will be designed within the allotted budget. The City will only approve subsequent phases of the project if they feel confident the project will not exceed the pre-established budget. Our approach will have estimating professionals employed throughout the design process because this is the only way to ensure the design accurately reflects the dollars available for construction.

PROJECT	ESTIMATED	ACTUAL
Middleton	\$7,432,500	\$7,400,000*
Bellevue	\$4,100,000	\$4,052,648
Elkhart Lake	\$3,000,000	\$2,565,900
Stoughton	\$4,500,000	\$4,500,000*
Eden Prairie	\$2,250,000	\$2,100,000
Rib Mountain	\$2,100,000	\$2,138,000
Marshfield	\$7,480,000	\$7,400,000*

*Designed and constructed under a GMP delivery contract method

SCHEDULE CONTROL

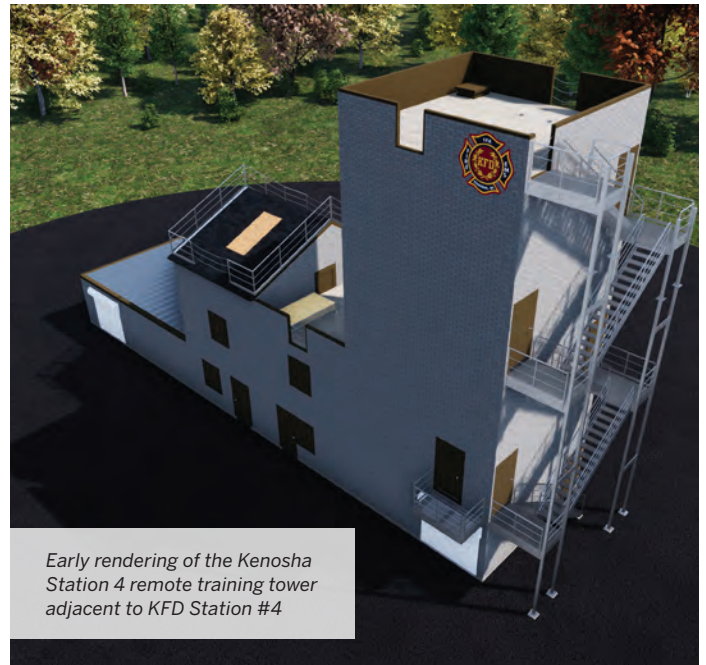
Scheduling is a critical aspect of the SEH team's overall approach to project management. By closely managing overall and task schedules, Trevor will identify and assign resources to assure logical work progression and anticipate contingencies for critical schedule elements. He will provide you with schedule updates and progress reports monthly, unless you request updates more frequently. The purpose of updates is to maintain critical milestones as they were originally scheduled.

RESOURCES

Since 1927, we've helped clients overcome challenges through strategically tailored services. Because of our breadth of in-house technical disciplines, we are able to integrate an array of professional skills to address complex technical challenges. Integrating multiple in-house disciplines in a collaborative, solutions-based team structure allows us to develop complete project solutions.

Our ability to meet the needs of the project as it relates specifically to the needs of the Watertown fire station can be summarized succinctly.

The project team as identified in the organizational chart and whose capabilities are defined in the resume section of our proposal are the people that will be responsible for delivering your project. These will be the professionals that you see in programming discussions, at public meetings, and developing the primary and secondary services deliverables from start to finish.



Early rendering of the Kenosha Station 4 remote training tower adjacent to KFD Station #4

CONSTRUCTION MANAGEMENT COORDINATION

Based on our experience completing several fire station projects with a construction manager (CM) on the team, SEH understands the process and our role in providing the necessary information to help the CM make informed decisions around everything from construction type and material selections, to design and constructability reviews.

Passing this information to the CM early and often during the design process will help the City realize

the true value of the CM. Without accurate and timely information from the architect and engineers, the CM's impact for controlling cost and schedule is limited.

SEH is currently working with a CM on two fire station projects. We have a mutually respectful relationship with these CMs and are working together to deliver cost-effective solutions to the municipal clients we are currently serving.

The subconsultant teaming partners listed have decades of experience, millions of sq. ft. of facility design, and hundreds of millions of dollars in construction value designing functional facilities as an extension of the SEH team.

ATMOSPHERE

Atmosphere
Commercial Interiors

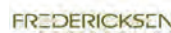


is committed to fostering long-term business relationships. They are proud to serve organizations around the globe of every size, from start-up to Fortune 500, and across corporate, healthcare, education, government and hospitality industries. In addition, their focus on innovative and inspired solutions guides their partnerships with architecture and design, real estate and development, and technology industries. Since 1953, Atmosphere has focused on providing commercial furnishings, architectural products and services to ensure the best fit, finish and prices for spaces tailored to the needs of people and their business. Today, with eight locations in four states, they are deeply embedded in their communities and passionate about working with teams of every type to deliver smart and effective space solutions. **Atmosphere is SEH's exclusive interior design partner. We are currently working on three fire station projects and hundreds of millions of dollars in office interior renovation projects with Atmosphere, where they are providing furniture specification**

and interior finish design that promotes durability, ease of maintenance, value, and longevity.

FREDERICKSEN ENGINEERING

Fredericksen
Engineering is



a consulting engineering firm with a long history in the mechanical engineering field. Their consulting services primarily encompass the preparation of detailed drawings and specifications for competitive bidding and construction. In addition, they can also provide comprehensive services in the areas of energy conservation, construction cost estimates, energy/cost analysis and construction management. **Fredericksen Engineering is currently supporting SEH architects on four separate fire station projects and tens of millions of dollars in municipal and private client projects.**

MSA

MSA, the new home of Muermann Engineering, works closely with institutions, governments and private clients on both new buildings and renovation projects to develop plans, anticipate and



circumnavigate challenges, expedite the permitting process and see each building project through, every step of the way. Over the past 30 years, they have partnered with clients to complete more than 2,000 MEP projects. **The MSA team has been supporting SEH architectural projects for more than a decade.**

FRANK O. ZEISE CONSTRUCTION CO., INC.

Zeise Construction has been a family-owned business since 1945. For the past 76 years, Zeise Construction has been one of the leading General Contractors in Northeast Wisconsin. Zeise Construction provides general contracting, construction management, design/build and pre-construction services. Their work has ranged from small commercial/industrial remodeling to multi-million dollar construction projects. **We want to leverage our relationship with the expertise of Zeise on the Watertown project. Currently, SEH is using Zeise as our construction cost estimating partner on large multi-million dollar projects in Bellevue, Ripon and Kimberly, Wisconsin.**



WHY SEH?

SEH and our design team partners are responding to this RFP because we have the experience, skills, knowledge and expertise to deliver a highly functional, cost-effective and efficient fire station. Below are the top 10 reasons we feel SEH is uniquely qualified:

- ① Public safety buildings are currently 100% of the projects we are working on. They are nearly all we do.
- ② Our Appleton architects are currently working on 11 fire station projects in different phases of design and construction. Our St. Paul and Denver architects are working on four stations. Internally, we collaborate with these architects to provide greater depth of resources and expertise when programming and designing public safety facilities.
- ③ We have volunteer firefighters and previous fire chiefs on our architectural staff – they bring a pragmatic, logical perspective to our programming and designs because they live and work in these buildings as a second career.
- ④ We understand the unique needs of the fire industry and the staff who occupy the building.
- ⑤ All of our designs incorporate training props in the architecture and provide opportunities to train on-site. This reduces training costs and the inconvenience of traveling to conduct and participate in necessary recertification and mandatory training. These training amenities are typically added for little or no cost to the building and site.
- ⑥ Key members of the SEH architectural design team are LEED Accredited Professionals who will bring sustainable design practices to the programming of the building. Currently, the 11 fire stations we are working on and the four recently completed stations employ sustainable and energy saving features.
- ⑦ We have very successful past project experience that showcases our working relationships with Construction managers.
- ⑧ We have a highly successful track record and strong working relationship with our consulting partners. Together, we have completed tens of millions of dollars of construction projects – specifically fire and police stations in the last three years.
- ⑨ We are passionate about these building types, are poised to begin work immediately and understand the nuances of the politics that often determine and influence the outcome of these types of facilities.
- ⑩ SEH is proud to serve those who serve. We respect the men and women in the fire services industry and make it our passion to deliver best in class facilities to these emergency services professionals.



Mark Zvitkovits, SEH architect, is a paid on call firefighter who can bring his firsthand experience of the fire services industry to the design and functionality of the Watertown Fire Station project.

**SEH is proud to serve those who serve. We respect
the men and women in the fire services industry
and make it our passion to deliver best in class
facilities to these emergency services professionals.**



A former Fire Chief, Chuck plays an integral role in design. He helps to interpret every day needs of users into design elements that can overcome the unique challenges of Watertown's Fire Department.





Past Performance on Similar Contracts

The foundation of our success is grounded in the satisfaction of our client partnerships, as well as our ability to perform services that meet their goals. The following section provides references for similar projects.

This section includes information regarding some of our recent projects, highlighting our experience designing and delivering municipal facilities for communities across the Midwest. **The design and permitting of each project was compliant with all Local, State and Federal regulatory agency requirements.** You will also find references who can vouch for the quality of work we provide. We encourage you to contact them to verify the tireless commitment SEH makes to each client partner. at the time this project was designed.



Solar panels on the roof of the North East Fire Station in Fitchburg, WI.

SEH HAS A STRONG COMMITMENT TO DESIGNING AND IMPLEMENTING ENVIRONMENTALLY RESPONSIBLE AND SUSTAINABLE PROJECTS. WE HAVE RECENTLY DELIVERED LEED SILVER AND GOLD CERTIFIED FIRE STATIONS THAT ARE REDUCING ENERGY CONSUMPTION DAILY.



Daylighting at the Fire Station in Kaukauna, WI.



Stormwater pond at the North East Fire Station in Fitchburg, WI.



LED lighting at the Fire Station in Kaukauna, WI.

KAUKAUNA FIRE STATION

KAUKAUNA, WISCONSIN



- 2018 AGC Build Wisconsin Award
- 2018 Station Design Award (Firehouse Magazine)
- 2020 Wisconsin Masonry Alliance (Merit in Concrete Masonry Award)



CLIENT

City of Kaukauna



REFERENCE

John Neumeier, Director of Public Works
920.766.6305
neumeier@kaukauna-wi.org
144 W Second St
Kaukauna, WI 54130



PROJECT SIZE

25,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$342,238
Actual: \$342,238



CONSTRUCTION COSTS

Architect's Estimate: \$6.77 million
Actual: \$6.5 million



PROJECT TIMELINE

Design

Architect's Estimate: 10/2015-03/2016
Actual: 10/2015-02/2016

Construction

Architect's Estimate: 04/2016-11/2017
Actual: 04/2016-11/2017



CONSTRUCTION MANAGER

Zeise Construction



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Technician
- Brian Bergstrom, Programming
- MSA, Electrical/Plumbing Engineer
- Fredericksen Engineering, Mechanical Engineer
- Zeise Construction, Cost Estimator

SEH programmed and designed this 25,000 sq. ft. fire station—which includes a three-story training tower—and teamed with Zeise Construction as our cost and constructability consultant. The first level contains a seven-bay drive-through apparatus bay, with a storage mezzanine, workshop and turnout gear area, as well as a training room, conference room, personnel offices and workspaces, department history room, records and additional storage, and a fitness center. The design incorporates sustainable features, including the largest PV system serving a fire station in Wisconsin.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Bunk rooms
- Two-story station with fire pole and training tower
- Ladder testing feature

vertical rescue

- Sprinkler and standpipe training
- Door and roof breaching
- Mezzanine training areas

Site Training

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

Classroom Training

- On-site resident training and recertification

- Distance learning/ video conferencing
- Training props/ mannequins
- EOC operations

SUSTAINABLE DESIGN FEATURES



Built to LEED Silver standard

- Geothermal heating and cooling
- PV solar electric panels
- LED lighting
- On-site stormwater treatment

TRAINING FEATURES

Tower Training

- Balcony rescue
- Confined entry
- Ladder evolutions
- Hose evolutions
- Window rescue
- SCBA confidence course
- Vertical and near



KENOSHA FIRE STATION NO. 4

KENOSHA, WISCONSIN



The new facility was built directly adjacent to the existing fire station, which remained in operation. Phased site development and construction coordination required careful planning and execution.

This new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the existing operating station house, built in 1964. Once the new facility was operational, the existing structure was removed. The new facility serves as the department headquarters and fire training center with both academic classroom space and a live fire training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/ fire apparatus/ maintenance bays
- Turn out gear rooms
- Bunk rooms
- Ladder testing feature

TRAINING FEATURES

Tower Training

- Balcony rescue
- Confined entry
- Ladder evolutions
- Hose evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Door and roof breaching
- Mezzanine training areas

Site Training

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

Classroom Training

- On-site resident training and recertification
- Distance learning/ video conferencing
- Training props/ mannequins
- EOC operations
- Remote training tower on site

SUSTAINABLE DESIGN FEATURES

Built to LEED Silver standard

- LED lighting
- Below ground storm water treatment
- High recycle content materials
- Natural daylighting
- Regional materials



CLIENT

City of Kenosha



REFERENCE

Chris Bigley, Fire Chief
262.653.4100
cbigley@kenosha.org
2121 Roosevelt Rd.
Kenosha, WI 53143



PROJECT SIZE

29,260 sq. ft.



DESIGN FEE

Architect's Estimate: \$412,533
Actual: \$428,283



CONSTRUCTION COSTS

Architect's Estimate: \$9.5 million
Actual: \$9.26 million



PROJECT TIMELINE

Design

Architect's Estimate: 11/2020-03/2021
Actual: 11/2020-03/2021

Construction

Architect's Estimate: 04/2021-05/2022
Actual: 04/2021-05/2022



CONSTRUCTION MANAGER

Stuckey Construction Company



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Chuck Leipzig, Department Operations Manager
- Mark Zvitkovits, Project Design Leader
- Brian Bergstrom Programming
- Ben Wolf, Structural Engineer
- Fredericksen, Mechanical Engineer
- MSA, Electrical Engineer



Click or scan to view
time-lapse progress of Kenosha

Station 4 construction.



NORTH EAST FIRE STATION

FITCHBURG, WISCONSIN



- 2018 Station Design Award (Firehouse Magazine)



This new fire station located in a suburban neighborhood houses fire and EMS staff full time. The masonry fire station building with multiple mezzanines and a basement includes four apparatus bays and associated gear and laundry facilities, administrative offices, training room, and dormitory facilities.

BUILDING FEATURES

- Training facilities
- Sustainable design features
- Day room
- Emergency operations center
- Exercise facility
- Four drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Tornado shelter for building occupants

TRAINING FEATURES

Building Training

- Ladder evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Mezzanine training areas

Site Training

- Hose testing
- Vehicle extrication

- Hose evolution drills
- Equipment and apparatus training
- Confined space drills

Classroom Training

- On-site resident training and recertification
- Distance learning/ video conferencing
- Training props/ mannequins
- EOC operations

SUSTAINABLE DESIGN FEATURES



Built to LEED Silver standard

- Geothermal heating cooling
- Solar hot water
- LED lighting
- On-site stormwater treatment



CLIENT

City of Fitchburg



REFERENCE

Lt. Dave Berman
608.712.2466
david.berman@city.fitchburg.wi.us
5520 Lacy Rd
Fitchburg, WI 53711



PROJECT SIZE

34,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$388,748
Actual: \$388,748



CONSTRUCTION COSTS

Architect's Estimate: \$6.5 million
Actual: \$6.4 million



PROJECT TIMELINE

Design

Architect's Estimate: 08/2017-02/2018
Actual: 08/2017-02/2018

Construction

Architect's Estimate: 04/2018-06/2019
Actual: 04/2018-06/2019



CONSTRUCTION MANAGER

Tri-North



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Technician
- Ben Wolf, Structural Engineer
- Fredericksen, Mechanical Engineer
- MSA, Electrical Engineer

NORTH WEST FIRE STATION

FITCHBURG, WISCONSIN



The design incorporates sustainable features, estimated to save the City \$46,265 per year in energy costs.

FOCUS ON ENERGY DESIGN ASSISTANCE
NEO VERIFICATION REPORT FROM 11/06/17

This 25,000 sq. ft. \$5 million fire station project is the first phase of a two-phase project for the construction of two new fire stations. The project was estimated at \$5.5 million and built for \$5.1 million. The project was completed in June 2017, two months ahead of schedule. The station was laid out in a sawtooth fashion to accommodate a 25,000 sq. ft. single story floor plan on a very tight 1.6-acre site. The sawtooth design maximized the site area for on-site stormwater retention and vehicular ingress and egress, which was necessary to keep the building within the set back lines along two major commercial streets in a busy commercial district.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Bunk rooms

TRAINING FEATURES

Building Training

- Ladder evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Mezzanine training areas

Site Training

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

Classroom Training

- On-site resident training and recertification
- Distance learning/ video conferencing
- Training props/ mannequins
- EOC operations

SUSTAINABLE DESIGN FEATURES

Built to LEED Silver standard

- Geothermal heating cooling
- Solar hot water
- LED lighting
- On-site stormwater treatment



Natural daylighting in the Fitchburg West Fire Station



CLIENT

City of Fitchburg



REFERENCE

Lt. Dave Berman
608.712.2466
david.berman@city.fitchburg.wi.us
5520 Lacy Rd
Fitchburg, WI 53711



PROJECT SIZE

25,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$245,126
Actual: \$245, 126



CONSTRUCTION COSTS

Architect's Estimate: \$5.5 million
Actual: \$5.1 million



PROJECT TIMELINE

Design

Architect's Estimate: 03/2015-09/2015?
Actual: 03/2015-09/2015

Construction

Architect's Estimate: 03/2016-06/2017?
Actual: 03/2016-06/2017



CONSTRUCTION MANAGER

Tri-North



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Project Design Leader
- Fredericksen, Mechanical Engineer
- MSA, Electrical Engineer

BAIN SCHOOL SITE FIRE STATION

KENOSHA, WISCONSIN

LED lighting, on-site stormwater treatment, and repurposed and salvaged materials are just a few sustainable features in the building.



The 24,000 sq. ft. station is situated on an urban site in downtown Kenosha on the site of the former Bain School facility. Since the school site had historic significance to the community, many of the features of the exterior of the station mimic the historic school building.

BUILDING FEATURES

- Five drive-through bays
- Training/hose tower
- Day room/kitchen
- Exercise room
- Decontamination room
- Watch desk
- Firefighter memorial
- Shelter in place facilities

TRAINING FEATURES

Tower Training

- Balcony rescue
- Confined entry
- Ladder evolutions
- Hose evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Smoke
- Door and roof breaching
- Mezzanine training areas

Site Training

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

Classroom Training

- On-site resident training and recertification
- Distance learning/

video conferencing

- Training props/mannequins
- EOC operations

SUSTAINABLE DESIGN FEATURES

- LED lighting
- On-site stormwater treatment
- Repurposed and salvaged materials



APWA WISCONSIN 2022 PROJECT OF THE YEAR



CLIENT

City of Kenosha



REFERENCE

Chris Bigley, Fire Chief
262.653.4100
cbigley@kenosha.org
2121 Roosevelt Rd.
Kenosha, WI 53143



PROJECT SIZE

24,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$395,831
Actual: \$394,262



CONSTRUCTION COSTS

Architect's Estimate: \$6 million
Actual: \$5.25 million



PROJECT TIMELINE

Design

Architect's Estimate: 09/2017-03/2018
Actual: 09/2017-02/2018

Construction

Architect's Estimate: 03/2018-05/2019
Actual: 03/2018-05/2019



CONSTRUCTION MANAGER

Stuckey Construction Company



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Project Design Leader
- Chuck Leipzig, Department Operations Planner
- Molly Wagner, Sr. Landscape Architect
- Ben Wolf, Structural Engineer
- Keith Kindred, Sr. Land Surveyor
- Fredericksen, Mechanical Engineer
- MSA, Electrical Engineer

NORTH FIRE STATION

MAPLEWOOD, MINNESOTA



Rendering



Photo of the completed station

In order to provide the highest quality emergency services to the community, the City of Maplewood made the decision to replace the existing North Fire Station facility with a modern facility that supports their current needs and accommodates long-term growth. The new 35,000 sq. ft. North Fire Station promotes firefighter safety, operational efficiency, community inclusiveness, and sustainability.

The facility serves as the fire and EMS department headquarters with offices, meeting rooms, and command vehicle parking spaces. The two-story fire station building includes seven drive-through apparatus bays to house the current department fleet, along with room for future expansion. The facility also includes decontamination spaces with showers and a space for "dirty" gear that prevents cross contamination. The new station includes a laundry/work room, clean turn out gear room, radio room, fitness room, day room, kitchen, and dormitory spaces.

The project incorporated a large community gathering room with two break-out spaces and a kitchenette to provide residents a place to gather, as well as support the department's training program.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Seven drive-through apparatus bays
- Decontamination facilities
- Divided staff vehicle/EMS/fire apparatus bays
- Turn out gear rooms
- Tornado shelter for building occupants

TRAINING FEATURES

Site Training

- Equipment and apparatus training

Classroom Training

- Large classroom with seating for 50 people
- Two breakout meeting rooms

SUSTAINABLE DESIGN FEATURES

- Designed to meet International Green Construction Code (IGCC)
- LED lighting
- High efficiency HVAC systems
- Regionally sourced materials
- Reduced construction waste by 75%



CLIENT

City of Maplewood



REFERENCE

Chief Michael Mondor
651.249.2800
michael.mondor@maplewoodmn.gov
1902 E Co Rd B
Maplewood, MN 55109



PROJECT SIZE

35,000 sq. ft.



DESIGN FEE

Architect's Estimate: \$475,890
Actual: \$464,810



CONSTRUCTION COSTS

Architect's Estimate: \$9.27 million
Actual: \$8.892 million



PROJECT TIMELINE

Design

Architect's Estimate: 05/2020-02/2021
Actual: 05/2020-02/2021

Construction

Architect's Estimate: 06/2021-06/2022
Actual: 06/2021-06/2022



CONSTRUCTION MANAGER

Kraus Anderson



KEY PERSONNEL

- Brian Bergstrom, Project Manager
- Trevor Frank, Sr. Project Architect
- Mark Zvitkovits, Lead CAD Technician
- Ben Wolf, Structural Engineer
- Atmosphere Commercial Interiors



CLICK OR SCAN

this QR Code

**to see the project
from start to finish**

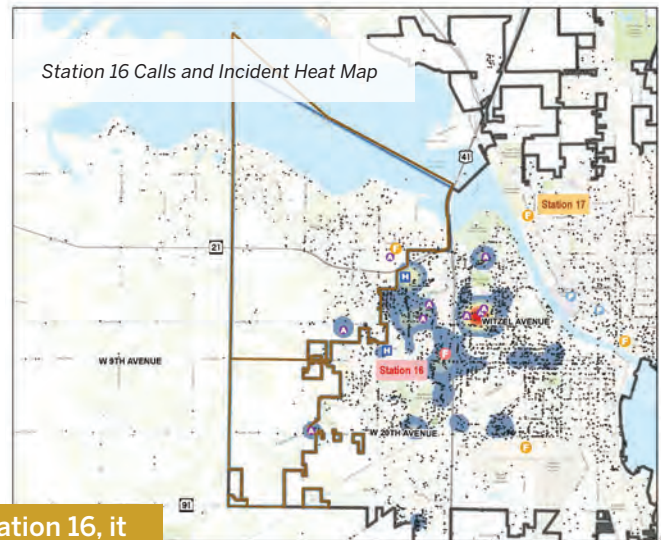
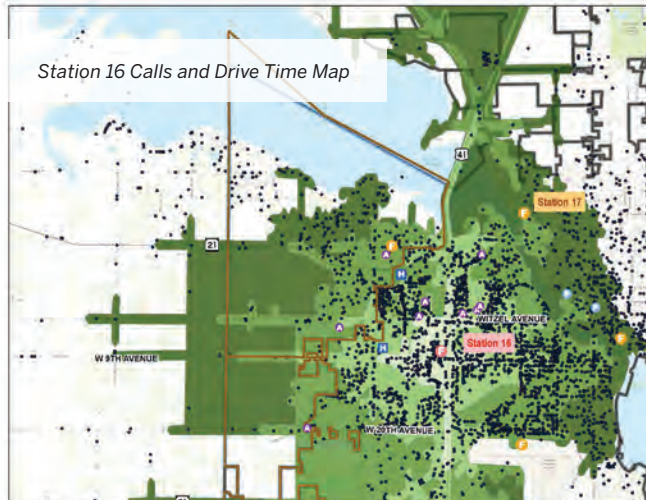
SEH has a long relationship with the City of Maplewood and has

completed several projects, including the North, East and South

Stations, as well as their live burn and training tower facility.

FIRE DEPARTMENT OPERATIONS ANALYSIS AND LONG TERM NEEDS ASSESSMENT

OSHKOSH, WISCONSIN



Based on field observations and careful analysis of Station 16, it is more financially responsible to remove and replace the facility than to add the necessary area for improved operations, safety, and facility expansion.

The SEH team is currently engaged with the City of Oshkosh Fire Department to provide long range planning services for the use and operations of the City's six fire stations. Our engagement is to analyze the immediate-, short- and long-term operations and develop a path forward for maintenance, relocation, expansion, or replacement of their City-owned facilities.

SEH provided space needs templates, test site fits, schematic floor plans, cost estimates, and a GIS siting study that used response time and heat mapping to assist with site selection. These collateral planning materials informed the different options available to the City for expansion and improvements of the multiple facilities.

The project was an exercise in building trust and credibility around the need for the station improvements. The SEH team worked with fire staff, City department heads, the City Administrator, and the Mayor to build a timeline for the improvement or replacement of all six stations in the City.

SEH can complete projects on time and within the budget. But, that is not what sets them apart from everyone else. It's that they can build relationships and foster communications across multiple different stakeholder groups to form strong collaborations. They can capture the vision of those involved and translate it into a meaningful and understandable story.

MIKE STANLEY | FIRE CHIEF, CITY OF OSHKOSH



CLIENT

City of Oshkosh



REFERENCE

Chief Mike Stanley
920.236.5235
mstanley@ci.oshkosh.wi.us
101 Court St.
Oshkosh, WI 54903



PROJECT SIZE

Varies by station



ASSESSMENT FEE

Architect's Estimate: \$48,825
Actual: \$48,825



PROJECT TIMELINE

Architect's Estimate: 10/2021-10/2022
Actual: 10/2021-09/2022



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Project Design Leader
- Chuck Leipzig, Sr. Project Specialist
- MSA, Mechanical and Electrical Engineer

TOWER DESIGN

PUBLIC SAFETY TRAINING TOWER

BUFFALO, MINNESOTA

Located adjacent to the existing Buffalo Centennial Fire Station, the three-story, precast concrete Public Safety Training Tower provides training opportunities for the City of Buffalo Fire and Police Departments, as well as the surrounding communities. The \$2.2 million project includes construction of the 7,000 sq. ft. building along with site improvements to manage stormwater, and allow fire apparatus to set up in various positions for simulated training exercises. There are three live burn rooms, including interior heat dissipating panels, fire sprinkler systems, and a stand pipe system. Roof access, breachable doors, floor and roof hatches, two balcony areas, and various window shutters provide multiple ingress/egress, and extraction training opportunities.



TRAINING TOWER FEATURES

- Three live burn rooms
- Stand pipe system
- Balcony training platforms
- Simulated apartment layout
- Fire suppression system in live burn rooms
- Breachable door, roof and floor hatches

EAST METRO REGIONAL FIRE TRAINING FACILITY

MAPLEWOOD, MINNESOTA

Located on five acres of a 26-acre parcel, the training center was developed over seven years and now includes a burn building; a training and tactical building for prop storage, simulation and setup; hydrant/hose relay facilities; fire equipment driver training areas; and a training and burn tower that is also used for repelling and burn training. This project has the support and endorsement from 25 fire departments, Ramsey and Washington Counties, and Century College. A Joint Powers Agreement (JPA) between participating Local Units of Government (LGUs) governs the operations and maintenance and provides financial accounting for the facility. In addition to full architectural design services, SEH assisted the City in securing \$3.4 million in state and local grants to help the project come to fruition.

TRAINING TOWER FEATURES

- Balcony rescue
- Window rescue
- Door and roof breaching
- Confined entry
- Vertical and near vertical rescue
- Ladder evolutions
- Sprinkler and standpipe training



PROGRAMMING AND PLANNING



SPACE NEEDS ANALYSIS

PRAIRIE DU CHIEN, WISCONSIN

SEH is currently assisting the City of Prairie du Chien with a needs assessment, condition report and future space needs analysis for a combined police, EMS and fire public safety facility. Interviewing staff, users and the private ambulance company, programming for the building is an interactive process that allows multiple stakeholders the opportunity to provide input for initial and long-term use of the facility. SEH provided space needs templates, test site fits, schematic floor plans, cost estimates, and a GIS siting study that uses response time and heat mapping to assist with site selection.



FIRE DEPARTMENT STATION #4 REPLACEMENT AND MEMORIAL PARK TRAILHEAD FACILITY

APPLETON, WISCONSIN

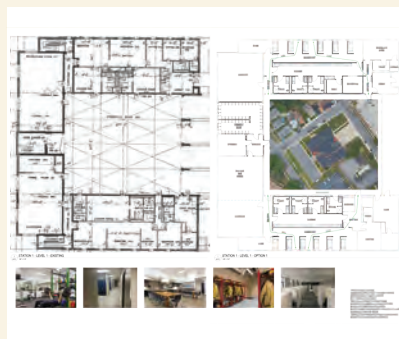
SEH is working with the City to program and plan the replacement of fire station #4 on the City's near north side. Based on proximity to the extensive trail system through Memorial Park, the station will incorporate a trailhead and visitor parking area. SEH's architectural and site designers worked closely with the City to develop a designated parking area and trailhead facility that can operate independently of station operations. The goal of the site layout and traffic flow is to keep the responding and returning apparatus separate and uninterrupted.



FIRE STATION #6

SAINT CLOUD, MINNESOTA

SEH is assisting the City of St. Cloud with programming and site development planning of their future fire station #6. The station will include a live burn training facility on site. Based on proximity to an extensive trail system directly adjacent to the proposed site, the station will incorporate a trailhead, visitor parking, and restrooms that are separate from the fire station operations. SEH's architectural and site designers are working closely with planning and fire department staff to develop designated public areas around the trailhead that can operate independently of station operations, specifically the live burn tower. The goal of site layout and traffic flow is to keep responding and returning apparatus separate and uninterrupted, and keep the live burn facility at a safe distance from public amenities.



ACCREDITATION RENOVATIONS FOR FIRE STATIONS 1, 7, AND 8

LYNCHBURG, VIRGINIA

SEH is helping the department prioritize design improvements for their aging fire station facilities. Key challenges include: cancer prevention and mitigation through environmental design; gender neutrality and "future proofing" stations for long-term staffing, providing more amenities like nursing mothers rooms, unisex locker rooms, and wellness rooms; and improving station image and pride of place which supports recruitment and retention for the department. SEH will be providing test fit documents showing separation and orientation for cancer prevention measures, floor plan efficiency and interior traffic patterns as well as any interior renovation or additions. SEH Architect Allison Miller's findings from a listening session with the female firefighting staff of the department will inform the improvements. A matrix of need will explain the condition of each station, ranking them in terms of need and priority.





Project Team

Our team, listed below, has a deep understanding of the community's needs, the Department's goals for this facility and how to plan and design top-quality fire stations. This team's strengths will facilitate an efficient, budget-conscious approach to the project, leading to the delivery of a successful project.

PROJECT ORGANIZATIONAL CHART

City of Watertown

Travis Teesch, Fire Chief

KEY INDIVIDUALS

Trevor Frank AIA, LEED AP®, NCARB, PMP

Project Manager and Principal in Charge, SEH

Mark Zvitkovits AIA, LEED GREEN ASSOCIATE

Project Architect, SEH

Brian Bergstrom AIA, LEED AP, NCARB

Programming and QAQC, SEH

Chuck Leipzig

Fire Department Operations Specialist, SEH

ARCHITECTURE AND LANDSCAPE ARCHITECTURE

Allison Miller AIA, NCARB
Programming Facilitator, SEH

Schawn Jubert WRID L
LEED AP ID&C

Sr. Interior Designer, Atmosphere

Molly Wagner PLA
Landscape Architect, SEH

CIVIL ENGINEERING

Mike Court PE

Civil Engineer, SEH

Brian Pehl PE

Sr. Stormwater Engineer, SEH

Keith Kindred PLS

Lead Surveyor, SEH

STRUCTURAL ENGINEERING

Ben Wolf PE

Structural Engineer, SEH

TELECOMMUNICATIONS

Bobbi Johnson

Telecommunications Engineer, SEH

NATURAL RESOURCES

Erica Pergande PWS

Natural Resource Scientist – Wetland Delineation, SEH

Heidi Kennedy

Natural Resource Scientist – Permitting, SEH

COST ESTIMATING

Thomas Zeise

Cost Controller, Zeise Construction

John Gretzinger

Cost Estimator, Zeise Construction

MECHANICAL AND ELECTRICAL ENGINEERING

Randy All PE

President, Fredericksen Engineering

Jason Testin

Vice President, Fredericksen Engineering

Curt Krupp DES

Sr. Electrical Designer, MSA

Justin Monk DES

Sr. Plumbing Designer, MSA

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.



KEY INDIVIDUAL

TREVOR FRANK AIA, LEED AP®, NCARB, PMP

PROJECT MANAGER AND PRINCIPAL IN CHARGE | SEH

Trevor is a principal and senior architect with more than 30 years of experience in a wide variety of building types. His passion as an architect is to design public safety facilities that provide the necessary tools to properly train, respond and live in the environments he creates.

EXPERIENCE

Fire Station Design – Kaukauna, WI

Principal in charge, project manager and lead designer for design and construction administration. The 25,000 sq. ft. \$6.5 million fire station project is phase two of a four-phase project for the master planning and development of a municipal services campus.

Bain School Site Fire Station – Kenosha, WI

Project manager for the station on the site of a historic school. The 24,000 sq. ft., \$5.25 million station features many historic elements salvaged from the school's site. The station program calls for five apparatus bays, a training room and EOC, workout facilities and gender-neutral locker/bunk room facilities.

Oshkosh Fire Department Operations Analysis and Long Term Needs Assessment – Oshkosh, WI

Project manager and senior project architect for planning services for the City's six fire stations. SEH analyzed the immediate-, short- and long-term operations to develop a path forward for maintenance, relocation, expansion or replacement facilities. Our team provided space needs templates, test site fits, schematic floor plans, cost estimates and a GIS siting study that used response time and heat mapping to assist with site selection.

North East Fire Station Design – Fitchburg, WI

Project manager and lead design architect for the new 34,000 sq.ft. \$8.5 million main station in a suburban neighborhood. Second phase of a two-phase project to update the fire services and EMS facilities in this growing community.

Fire Station No. 4 – Kenosha, WI

Principal in charge, project manager and lead designer for design and construction administration. The new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the operating station house that's being replaced. Once the new facility came on line, the existing 1964 structure was removed. The new facility acts as the department headquarters and fire training center with both academic classroom space and a training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

Police, EMS and Fire Department Master Plan – Prairie du Chien, WI

Project manager and senior project architect for a needs assessment, condition report and future space needs analysis for a combined police, EMS and fire public safety facility. SEH provided templates, test site fits, schematic floor plans, cost estimates and a GIS siting study that used response time and heat mapping to assist with site selection. These planning materials informed the options available to the City for expansion and improvements of the facilities.



Trevor will serve as the City's

key point of contact, oversee the

project team tasks and closely

monitor the project schedule

and budget.

31

YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Architecture
University of Wisconsin-Milwaukee

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Architect in WI, MN, AZ, GA, IA, IL, IN, MI, ND, NE, OH, SD

Project Management Professional (PMP), Project Management Institute

LEED AP, U.S. Green Building Council

Architect, National Council of Architectural Registration Boards



PROFESSIONAL ASSOCIATIONS

American Institute of Architects, Member

Wisconsin Society of Architects, Member

National Council of Architectural Registration Boards, Member

U.S. Green Building Council, Member



OFFICE LOCATION

Appleton, WI



KEY
INDIVIDUAL

MARK ZVITKOVITS AIA,

LEED GREEN ASSOCIATE

PROJECT ARCHITECT | SEH

Mark is an architect with experience in architectural design and construction documents. Mark works with AutoCAD Architecture 2020 and Autodesk Revit Architecture 2020 on a variety of building project types varying in square footage and cost. Mark's responsibilities range from drafting schematic drawings through construction drawings and construction administration. He works on design calculations and layout, as-built drawings, cost estimating and provides shop drawing reviews.

Mark is a volunteer firefighter in Germantown, Wisconsin. As such, he uses that firsthand knowledge of the needs of the department and the function of the station when he works with the other design team members on the flow, layout and efficiency of each fire station he assists with.

EXPERIENCE

Fire Station Design – Kaukauna, WI

Technician responsible for developing construction documents and specifications, as well as assisting in shop drawing reviews. Mark worked with the City to create a station that not only met their current and future space needs, but also incorporated training features into the facility that will serve the department for years to come. The 25,000 sq. ft. \$6.5 million fire station project is phase two of a four phase project for the master planning and development of the municipal services campus.

North East Fire Station Design – Fitchburg, WI

Lead technician for the new 34,000 sq. ft., \$6 million main station in a suburban neighborhood. This project is the second phase of a two-phased project to update the fire services and EMS facilities in this growing community.

North West Fire Station Design – Fitchburg, WI

Technician responsible for developing construction documents and specifications. During construction, Mark was responsible for attending construction meetings, reviewing shop submittals and performing job-site observations. The 24,500 sq. ft. \$5 million fire station project is phase one of a two phase project for the construction of two new fire stations. The new fire station was designed to incorporate sustainable features, including geothermal, solar hot water and radiant in-floor heating.

Black River Falls Emergency Services Building – Black River Falls, WI

Project design leader responsible for meeting with staff and producing the BIM model and specifications. During construction, Mark will provide construction administration services including site visits, submittals, RFIs and punch list. SEH recently completed the programming and conceptual design phase as well as assisted the City with site selection. Based on the preliminary design, the new Fire/EMS station will be approximately 30,000 sq.ft.

Bain School Site Fire Station – Kenosha, WI

Technician responsible for developing the Revit model and working with the fire department staff to modify the plans to suit their needs. The 24,000 sq. ft., \$5.25 station features many historic elements salvaged from the school's site. The station program calls for five apparatus bays, a training room and EOC, workout facilities, bunk rooms and gender-neutral locker and bunk room facilities.



Mark will bring his knowledge
of the fire services industry
to the team and serve as the
project architect.

15

YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee
Urban Planning Certification
University of Wisconsin-Milwaukee
Real Estate Certification
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Architect in WI
LEED Green Associate
U.S. Green Building Council
Firefighter I/HazMat Ops
Lakeshore Technical College
Driver/Operator - Pumper
Milwaukee Area Technical College
Driver/Operator - Aerial
Moraine Park Technical College



PROFESSIONAL ASSOCIATIONS

American Institute of Architects,
Member
U.S. Green Building Council, Member
International Association of
Firefighters, Member



OFFICE LOCATION

Appleton, WI



KEY INDIVIDUAL

BRIAN BERGSTROM AIA, LEED AP, NCARB PROGRAMMING AND QA/QC | SEH

Brian is a project manager with experience leading teams in a variety of architectural related projects for both public and private clients.

Brian's responsibilities include programming and development of the project design. Project types include fire stations, police facilities, EMS buildings, city halls, libraries, public works, office buildings, parks and recreation facilities and industrial/manufacturing facilities.

EXPERIENCE

Fire Station Design – Kaukauna, WI

Architect responsible for portions of the programming of the training elements in the station. The 25,000 sq. ft. \$6.5 million fire station project is phase two of a four phase project for the master planning and development of the municipal services campus.

Fire Station No. 4 – Kenosha, WI

Architect responsible for portions of the programming of the training elements in the station. The new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the operating station house that's being replaced. Once the new facility came on line, the existing 1964 structure was removed. The new facility acts as the department headquarters and fire training center with both academic classroom space and a training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

Maplewood North Fire Station – Maplewood, MN

Project manager responsible for leading and coordinating the design teams efforts. SEH led the design of the 35,000 sq. ft. station, which replaced the existing facility and promoted firefighter safety, operational efficiency, inclusiveness and sustainability. The facility serves as the fire and EMS department headquarters and includes offices, meeting rooms, command vehicle parking spaces, seven drive-through apparatus bays, a decontamination room, laundry/work room, clean turn-out gear room and radio room.

East Metro Public Safety Training Center – Maplewood, MN

Architectural designer responsible for leading the architectural team through the concept and technical design. This new public safety training center consists of an 8,850 sq. ft. four-story tower and a 4,750 sq. ft. two-story building with integrated simulation systems for the practice of safety training.

Buffalo Fire Station and Public Safety Training Tower – Buffalo, MN

Project manager responsible for leading the design team. SEH provided design services which focused on operational efficiency, first responder safety and future growth for the department and community's needs. The 30,000 sq.ft., \$6.5 million, three-story fire station building has six drive-thru apparatus bays, a decontamination room, laundry and work room, hose drying tower, clean turn-out gear room, a large training room and a radio room, as well as administration offices, fitness room, dayroom and dormitory spaces.



Brian will be responsible for
assisting the programming team
with interior facility layout and
site test fit planning and design.

25

YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Architecture
University of Minnesota-Minneapolis

Associate of Science
Architectural Drafting
Northwest Technical Institute -
Eagan, MN



REGISTRATIONS/CERTIFICATIONS

Architect in WI, IA, OK



PROFESSIONAL ASSOCIATIONS

American Institute of
Architects Member



OFFICE LOCATION

St. Paul, MN



KEY INDIVIDUAL

CHUCK LEIPZIG

FIRE DEPARTMENT OPERATIONS SPECIALIST | **SEH**

Chuck began his career in volunteer fire services and progressed through the ranks to the position of Fire Chief in Kenosha, where he was project manager of several programs, including the funding and building of two fire stations within the Kenosha Fire Department. He has extensive experience in national incident management systems, strategic planning, emergency government operations and succession planning within the fire service. He understands improvements to facilities that can increase efficiencies, from apparatus bays and vehicle maintenance to dorms, training and administrative areas. He has executed long-term strategic plans to add staffing, consolidate, remodel and rebuild existing fire stations and negotiated professional service contracts with vendors and local firefighters' unions.

EXPERIENCE

Fire Station No. 4 – Kenosha, WI

Fire chief that selected SEH on this project and helped garner community support, secure funding, and initiate project funding for Fire Station No. 4. The new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the operating station house that's being replaced. Once the new facility came on line, the existing 1964 structure was removed. The new facility acts as the department headquarters and fire training center with both academic classroom space and a training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

Fire Station No. 3 HQ Master Planning – Sheboygan, WI

Fire department operations specialist who met with staff, collaborated with the design team to assess current building conditions, and helped to ascertain and weigh the future goals and needs that would drive the planning of this fire station. SEH provided space needs templates, test site fits, schematic floor plans and cost estimates to assist the City. These collateral planning materials gave the City different options for expansion, relocation and improvements of the Headquarters facility.

Oshkosh Fire Department Operations Analysis and Long Term Needs Assessment – Oshkosh, WI

Fire department operations specialist who met with staff, collaborated with the design team to assess current building conditions, and helped to ascertain and weigh future goals and needs that would drive facilities planning for the department. SEH analyzed the immediate-, short- and long-term operations to develop a path forward for maintenance, relocation, expansion or replacement facilities. Our team provided space needs templates, test site fits, schematic floor plans, cost estimates and a GIS siting study that used response time and heat mapping to assist with site selection.

Police, EMS and Fire Department Master Plan – Prairie du Chien, WI

Fire department operations specialist that supported the production of the space needs and conditions report for the City's facilities. SEH provided space needs templates, test site fits, schematic floor plans, cost estimates and a GIS siting study that used response time and heat mapping to assist with site selection. These collateral planning materials informed the different options available to the City for expansion and improvements of the City-owned facilities.



Chuck will work with design

staff to optimize day-to-day

operations and departmental

efficiency in the design of

the station.

33

YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Public Administration
Mount Senario College

Associate, Fire Science
Mount Senario College -
Ladysmith, WI



PROFESSIONAL ASSOCIATIONS

Wisconsin State Fire Chief's
Association, Member

Kenosha County Chiefs and Captain's
Association, Member



OFFICE LOCATION

Milwaukee, WI

ALLISON MILLER AIA, NCARB

PROGRAMMING FACILITATOR | SEH

Allison will facilitate a listening session with the female firefighters of the WTFD to make sure their voices are heard in the programming and design of the station. With the influx of women into the fire service, considerations need to be made as the design team “future proofs” the facility for occupancy by all genders over the future life of the facility. Allison is a project architect and project manager who has experience developing plans for a variety of building types, including residential, commercial, educational and public safety projects. She is skilled at understanding client goals and the ‘big picture’ concept, while also focusing on the details to achieve the project vision. Allison believes in the benefits of integrated project delivery methods and enjoys working with a diverse team. She brings skills in both team management and graphic communications, and her management style encourages a positive, collaborative and iterative design process.

EXPERIENCE

- Fire Station #2 Design and Demolition – Greeley, CO
- New Fire Station #6 – Greeley, CO
- Fire Station 1 Remodel (Telluride Fire Protection District) – Telluride, CO
- Fire Station 5 Addition (Los Pinos Fire Protection District) – Los Pinos, CO
- Montrose Interagency Fire Building CA (Bureau of Land Management) – Montrose, CO



12
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Architecture
Minor: Art History
Drury University - Springfield, MO



REGISTRATIONS/CERTIFICATIONS

Architect in CO, NM, UT



PROFESSIONAL ASSOCIATIONS

Architect, National Council of
Architectural Registration Boards

American Institute of Architects,
Member

**Experience prior to joining SEH*

MOLLY WAGNER PLA

LANDSCAPE ARCHITECT | SEH

Molly will lead landscape architecture design on the project. Molly is a landscape architect and project designer with experience in educational, medical, cultural, residential, municipal, international and master planning projects. She provides effective communication with clients and contractors from concept to construction, leveraging the use of graphics such as rendered plans, sections, elevations, plant and material boards, as well as construction documents to convey design intent. Her time spent working in the Pacific Northwest instilled in her a passion for stormwater and creating sustainable landscapes. Molly is proficient in AutoCAD and the Adobe Creative Suite.

EXPERIENCE

- Bain School Site Fire Station – Kenosha, WI
- BLM Interagency Fire Building (Bureau of Land Management) – Montrose, CO
- Longmont Fire Stations 2 and 6 – Longmont, CO
- Crystal Valley Fire Station (Castle Rock Fire Department) – Castle Rock, CO
- Municipal Utility Facility (Black River Falls Municipal Utilities) – Black River Falls, WI



16
YEARS OF
EXPERIENCE



EDUCATION

Master of Landscape Architecture
University of Minnesota-Twin Cities

Bachelor of Arts
Biology
Gustavus Adolphus College - St.
Peter, MN



REGISTRATIONS/CERTIFICATIONS

Landscape Architect in WI, CO, IN, OR



PROFESSIONAL ASSOCIATIONS

American Society of Landscape
Architects, Member

MIKE COURT^{PE}

CIVIL ENGINEER | SEH

Mike will provide civil site design. Mike is a principal and project manager, specializing in civil engineering and currently as the office manager for SEH's Delafield, Wisconsin office. Mike's experience and regular responsibilities include municipal engineering, stormwater management and construction management. In addition, as office manager, Mike oversees the production of all municipal projects for the SEH Delafield office.

EXPERIENCE

- Public Works and Public Safety Campus – Delafield, WI
- Sustainable site design include stormwater management, site grading and utilities for multiple subdivisions, commercial sites and multi-family developments – Numerous Communities in Southern Wisconsin, WI
- Civic Plaza – Delafield, WI
- Rockwell Park – Oconomowoc, WI
- Hmong American Peace Academy Parking Lot Improvements (VJS Construction Services) – Milwaukee, WI
- Satellite Building (Jefferson County Highway Department) – Jefferson County, WI



31
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
University of Wisconsin-Platteville



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI and TN



PROFESSIONAL ASSOCIATIONS

American Public Works Association
(Wisconsin Chapter), Member
Oconomowoc Rotary Club, Member

BRIAN PEHL^{PE}

SR. STORMWATER ENGINEER | SEH

Brian is an associate and serves as a project engineer specializing in project management for municipal services and land development projects. His stormwater management expertise is extensive; he has specialized knowledge in the development of updated stormwater ordinances and administering erosion control aspects as part of Wisconsin Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (WPDES MS4) permitting requirements.

EXPERIENCE

- Municipal Separate Storm Sewer Systems – Delafield/Genesee/Merton/Oconomowoc/Summit/Wales, WI
- Sustainable stormwater management for multiple subdivisions, commercial sites and multi-family developments – numerous communities in Southern Wisconsin, WI
- Land and Stormwater Improvements – Delafield, WI
- UW-Whitewater Parking Lot 12 Reconstruction (Wisconsin Department of Administration) – Whitewater, WI



25
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil and Environmental Engineering
University of Wisconsin-Madison



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI
Soil Erosion Inspector Certification,
Wisconsin Department of Safety and
Professional Service



PROFESSIONAL ASSOCIATIONS

Wisconsin Society of Professional
Engineers, Member
American Public Works Association
(Wisconsin Chapter), Member

KEITH KINDRED PLS

LEAD SURVEYOR | SEH

Keith is a senior associate and department head of surveying with extensive experience in the industry. Keith is responsible for the daily planning, coordination and supervision of the survey field crews. He oversees the quality and accuracy of all survey data collection and right-of-way/property research, as well as preparation of any surveying plats, maps and exhibits. Keith is also responsible for data collection via GPS including project planning, post processing, data interpretation and data conversion. In addition, he is recognized as an expert in determining riparian rights.

EXPERIENCE

- Bain School Site Fire Station – City of Kenosha, WI
- Fire Department Station #4 Replacement and Memorial Park Trail Head Facility – City of Appleton, WI
- Pewaukee Fire Station – Pewaukee, WI
- Surveying for multiple subdivisions, commercial sites and multi-family developments – numerous communities in Southern Wisconsin, WI



39
YEARS OF
EXPERIENCE



REGISTRATIONS/CERTIFICATIONS

Professional Land Surveyor in WI and IL



PROFESSIONAL ASSOCIATIONS

Wisconsin Society of Land Surveyors, Member

Society of Southeastern Wisconsin Land Surveyors, Member

National Society of Professional Surveyors, Member

ERICA PERGANDE PWS

NATURAL RESOURCE SCIENTIST – WETLAND DELINEATION | SEH

Erica is an environmental scientist with experience working in the field of water and wetland preservation, protection and restoration. Erica is a WDNR Professionally Assured Wetland Delineator and Professional Wetland Scientist (PWS). She has extensive experience in conducting field surveys and project sequencing for developments impacting water resources; performing wetland and field delineations conforming to current USACE Wetland Delineation Manual and subsequent Regional Supplements as well as State standards; wetland mitigation design and monitoring, and preparing NEPA documentation including Environmental Reports, Environmental Assessments, and Indirect and Cumulative Effects Analyses. She also prepares joint federal and state permit applications including NR 103 alternatives analysis, and has provided environmental compliance oversight services to utility companies during construction.

EXPERIENCE

- Fire Department Station #4 Replacement and Memorial Park Trail Head Facility – Appleton, WI
- Corporate Park Wetland Delineation (Venture One Real Estate LLC) – Pleasant Prairie, WI
- Cedar Community Well Investigation and Hydrogeology Investigation (Cedar Community) – West Bend, WI



23
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Natural Resource Conservation
Carroll College - Milwaukee, WI

Associate
Environmental Conservation and
Pollution Control
Milwaukee Area Technical College -
Mequon, WI



REGISTRATIONS/CERTIFICATIONS

Assured Wetland Delineator,
Wisconsin DNR

Professional Wetland Scientist (PWS),
Society of Wetland Scientists



PROFESSIONAL ASSOCIATIONS

Society of Wetland Scientists,
Member

HEIDI KENNEDY

NATURAL RESOURCE SCIENTIST – PERMITTING | SEH

Heidi is a natural resources scientist with extensive experience working for the WDNR prior to joining SEH. She has extensive experience in water resource policies working with federal, state and local agencies on natural resources issues. As a former policy coordinator for the WDNR and during her time as a water management specialist, Heidi developed and maintained effective working relationships with other regulatory agencies and stakeholders across Wisconsin.

EXPERIENCE

- Waterway Permitting and Agency Coordination for Lake Hendry Dredging (impoundment of Trempealeau River) – City of Blair, WI
- Bark River Boat Launch Improvements, Permitting and Agency Coordination – City of Delafield, WI
- Dayton Freight Permitting and Agency Coordination (Evans, Mechwart, Hambleton, and Tilton, Inc.) – Mount Pleasant, WI
- Waterway Permitting and Wetland Delineation for Kletsch Dam Fish Passage (Milwaukee County Parks) – Milwaukee, WI
- Wetland and Waterway Permitting, and Agency Coordination for Private Development (Godfrey & Kahn) – Dodge, WI *

*Prior to joining SEH



22
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Arts
International Relations and
Scandinavian Studies
University of Wisconsin-Madison

Certificate
Environmental Studies
University of Wisconsin-Madison



REGISTRATIONS/CERTIFICATIONS

Attorney in WI



PROFESSIONAL ASSOCIATIONS

North American Invasive Species
Management Association, Member

Invasive Plant Association of
Wisconsin, Member

BEN WOLF PE

STRUCTURAL ENGINEER | SEH

Ben will be the lead structural engineer for this project. Ben is a structural engineer with 26 years of engineering experience in structural design of buildings and other structures. Ben applies broad structural expertise and creativity to develop innovative solutions to satisfy project programming and aesthetic needs. He prioritizes providing constructive structural input early in the design process to identify realistic design parameters and cost-effective structural options to accomplish projects goals.

EXPERIENCE

- Buffalo Fire Station and Public Safety Training Tower – Buffalo, MN
- Bain School Site Fire Station – Kenosha, WI
- North East Fire Station Design – Fitchburg, WI
- Fire Station Remodel and Sleeping Quarters Addition (Department of the Army) – Fort McCoy, WI
- Freedom Town Hall, Fire and Police Station – Freedom, WI
- Osceola Fire and Police Department – Osceola, WI
- Maplewood North Fire Station – Maplewood, MN



27
YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Engineering Mechanics
University of Missouri-Rolla

Bachelor of Science
Civil Engineering
University of Missouri-Columbia



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, MN, IA



PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers,
Member

BOBBI JOHNSON

TELECOMMUNICATIONS ENGINEER | SEH

Bobbi will work with the City of Watertown, WTFD and the County to provide telecommunication consulting and design for the relocation of the radio and telecommunication services network from the existing site to the new fire station site location. Bobbi oversees a broad variety of engineering activities supporting network design, development and configurations in support of efficient network operations. Her experience with network engineering projects includes extensive water tower rehabilitations and telecommunications systems upgrades and installations. Her familiarity with clients and carriers such as AT&T across a variety of databases will be a valuable asset to the monopole and telecom aspects of this project. She works to resolve engineering/technical issues related to maintenance, upgrades of existing equipment and installation of new equipment. Bobbi has managed the planning and integration of network systems, manage capacity planning and alternative scenarios to ensure network capacity.

EXPERIENCE

- Sprint Keep at O'Connell – City of Watertown, WI
- TMO Anchor at Western Ave – City of Watertown, WI
- AT&T LTE 5G NR at Fire Station 9 – Burnsville, MN
- TMO Anchor at Firestation 2 – Burnsville, MN



24
YEARS OF
EXPERIENCE



EDUCATION

Associate
Business
Lake Area Technical Institute -
Watertown, SD

SCHAWN JUBERT WRID L LEED AP ID&C

SR. INTERIOR DESIGNER | ATMOSPHERE

Schawn will lead interior design. Schawn is a professional commercial interior designer with more than 30 years of experience in the commercial furniture and design industry. She assists clients in understanding of how people with a purpose can work effectively in their work environment. Schawn makes it a priority to stay current on new product innovations and strives to apply these products to all design opportunities. Schawn is a team player and looks forward to the next creative challenge.

EXPERIENCE

- Maplewood North Fire Station – Maplewood, MN
- Freedom Town Hall, Fire and Police Station – Freedom, WI
- West Office Facility 2 Interior Renovations (Kimberly Clark) – Neenah, WI
- Green Bay Water Utility Office Renovation/Expansion – Green Bay, WI
- Addition and Remodel of Existing Office Building for the International Union of Operating Engineers (IUOE Local 139) – Appleton, WI



30
YEARS OF
EXPERIENCE

Trusted Subconsultant



EDUCATION

Bachelor of Arts
Interior Design
University of Wisconsin-Stevens Point



REGISTRATIONS/CERTIFICATIONS

Certified Leadership in Energy and
Environmental Design with ID&C



PERCENTAGE OF INVOLVEMENT

10%

RANDY ALL PE

PRESIDENT | FREDERICKSEN ENGINEERING

Randy will be the lead mechanical designer for this project. Randy is the President of the firm and has brought important and significant understanding of the design and installation of HVAC systems since joining FEI in 1999. His extensive and varied experience in construction and consulting, coupled with a solid engineering background, provides valuable insights to projects as they develop. His engineering degree provided the opportunity to work as a mechanical engineer, a project design engineer and as a design/build HVAC engineer in the building industry. His life experiences bring to the table a finer understanding of the construction process from the point of view of the clients he serves. He also continues to serve as a senior project engineer and is a valuable resource to the project engineers in the firm.

EXPERIENCE

- Kaukauna Fire Station – Kaukauna, WI
- East Fire Station – Fitchburg, WI
- West Fire Station – Fitchburg, WI
- Bain School Site Fire Station – Kenosha, WI
- New Fire Station Schematic Design – Greenville, WI
- De Pere Fire Station – De Pere, WI
- Kenosha Fire Station No. 4 Alterations – Kenosha, WI



31
YEARS OF
EXPERIENCE

Trusted Subconsultant



EDUCATION

Bachelor of Science
Mechanical Engineering
University of Wisconsin-Platteville



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, IA, IL, IN,
MI, MN, MO, OH and SD



PERCENTAGE OF INVOLVEMENT

35%

JASON TESTIN

VICE PRESIDENT | FREDERICKSEN ENGINEERING

Jason will provide mechanical engineering design services. Jason is the Vice President of the firm and is also part of the next generation of highly skilled engineers representing Frederickksen Engineering. An attention to detail is an inherent trait of all engineers, but continuity is a rare and valuable commodity in the industry. Jason is the third generation to oversee the design, development and implementation of their construction plans and documents. He has broad experience with a variety of project types, including municipal buildings, schools, hospitality, manufacturing, water parks and even a monastery. Jason has created his own legacy with the firm involving all aspects of a successful project. He originates designs, makes equipment specifications and brings knowledge and judgment to every project he oversees. Jason has taken a lead role within the firm with respect to the design of geothermal heat pump systems. As these systems develop and gain greater acceptance in the community, Jason is expanding on his knowledge and understanding of the technologies involved.

EXPERIENCE

- Kaukauna Fire Station – Kaukauna, WI
- East Fire Station – Fitchburg, WI
- West Fire Station – Fitchburg, WI
- Bain School Site Fire Station – Kenosha, WI



22
YEARS OF
EXPERIENCE

Trusted Subconsultant



EDUCATION

Bachelor of Science
Mechanical Engineering
Tri-State University-
Angola, IN



PERCENTAGE OF INVOLVEMENT

35%

CURT KRUPP DES

SR. ELECTRICAL DESIGNER | MSA

Curt will lead the design of electrical systems for the facility. Curt is a project manager for educational, commercial and municipal facility projects and specializes in lighting, power distribution and special systems design. With more than 30 years of industry experience, he is knowledgeable in the areas of power distribution, lighting design, data distribution, fire alarm systems, Closed Circuit TV, keyless entry, paging systems and security. Curt has provided design services for building power distribution, building lighting, emergency power systems, uninterruptible power systems (UPS), building alarm systems, building intercom, telephone and public address systems, telecommunication systems and data cable distribution, process control systems, motor controls, lightning and surge suppression.

EXPERIENCE

- Kaukauna Fire Station – Kaukauna, WI
- East Fire Station – Fitchburg, WI
- West Fire Station – Fitchburg, WI
- Bain School Site Fire Station – Kenosha, WI
- Kenosha Fire Station 4 – Kenosha, WI
- Pleasant Prairie Fire Station – Pleasant Prairie, WI
- Fond du Lac Fire Station No 1 Addition – Fond du Lac, WI



34
YEARS OF
EXPERIENCE

Trusted Subconsultant



EDUCATION

Electrical Program – Milwaukee School of Engineering

Civil/Structural Engineering – Moraine Park Technical College, WI

Electrical Systems – Hughes Institute

Electrical System Design – University of Wisconsin-Madison



REGISTRATIONS/CERTIFICATIONS

Registered Designer of Engineering Systems in WI (Electrical)



PERCENTAGE OF INVOLVEMENT

40%

JUSTIN MONK DES

SR. PLUMBING DESIGNER | MSA

Justin will provide plumbing design services. Justin has been designing plumbing systems in the state of Wisconsin since 2006. Prior to his design career, he had 11 years of field experience in plumbing and mechanical systems as a tradesman. He is well-versed in Wisconsin and Illinois IPC/UPC-based plumbing codes and has high familiarity with UBC, IBC, NFP and HVAC design codes. Justin has extensive work experience in the healthcare, corporate/retail, municipal and school markets.

EXPERIENCE

- Kenosha Fire Station No. 4 – Kenosha, WI
- Fond du Lac Fire Station No. 1 Addition – Fond du Lac, WI
- Lindstrom Fire Hall Design – Lindstrom, MN
- Black River Falls New Municipal Utilities Facility – Black River Falls, WI
- Marshfield Utility Building MEP – Marshfield, WI
- Sheboygan City Hall – Sheboygan, WI
- Wauwatosa Longfellow HVAC and Office Secure Entry – Wauwatosa, WI
- City Hall Renovations – Pine City, MN
- Community Hall and Board Room Office – Sheboygan, WI



5
YEARS OF
EXPERIENCE

Trusted Subconsultant



EDUCATION

Plumbing Certificate

Waukesha County Technical College

Architecture and Urban Planning
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Registered Designer of Engineering Systems (Plumbing), WI



PERCENTAGE OF INVOLVEMENT

35%

THOMAS ZEISE

COST CONTROLLER | ZEISE CONSTRUCTION

Tom will guide cost control efforts on the project. As President of Zeise Construction, Tom is part of the company's third generation management team. Zeise Construction has been providing quality craftsmanship in northeast Wisconsin for more than 50 years. He is a licensed real estate sales person and has more than 34 years of experience in the building construction field, managing projects ranging from \$250,000 to \$21,000,000.

EXPERIENCE

- o Kaukauna Municipal Center – Kaukauna, WI
- o Kaukauna Fire Station – Kaukauna, WI
- o Green Bay Packers Pro Shop Addition, Admin. Building – Green Bay, WI
- o Green Bay Packers Building C, Admin and Ticket Office – Green Bay, WI
- o Christa McAuliffe Elementary School – Green Bay, WI
- o St. Bernard Catholic School Addition – Green Bay, WI
- o St. Francis Xavier Cathedral, Bishop Wycislo Center Addn. – Green Bay, WI
- o Gibraltar Fire Station, Town Center – Gibraltar, WI
- o Gibraltar High School, Renovations, Phase 1 and 2 – Gibraltar, WI

35

YEARS OF
EXPERIENCE

Trusted Subconsultant



EDUCATION

Bachelor of Science
Business Finance
St. Norbert College - De Pere, WI



REGISTRATIONS/CERTIFICATIONS

Licensed Real Estate Salesperson
in WI



PERCENTAGE OF INVOLVEMENT

30%

JOHN GRETZINGER

COST ESTIMATOR | ZEISE CONSTRUCTION

John will develop cost estimates for the project. John has been a project manager for Zeise Construction since early 2018. He started his construction career as a laborer working summers while obtaining his college education. After college, he worked as a carpenter, superintendent, estimator and project manager. John has more than 35 years of experience in the building construction field and has managed projects ranging from \$10,000 to \$30,000,000. John will be responsible for preparing budget estimates and supplying value engineering options during the design and preliminary estimating phases.

EXPERIENCE

- o Kaukauna School District, New High School – Kaukauna, WI
- o St. Nicholas Hospital, Sheboygan, Multiple Remodels – Sheboygan, WI
- o Sappi Paper-Industrial Projects – Skowhagen, ME
- o St. Mary Magdalene Church – Waupaca, WI
- o Lake Mills School District-Remodel – Lake Mills, WI
- o St. Mary's Church – Greenville, WI
- o Laminations (GNC), New Production Facility – Appleton, WI
- o Hayward School District, Addition and Remodel – Hayward, WI

36

YEARS OF
EXPERIENCE

Trusted Subconsultant



EDUCATION

Bachelor of Science
Construction Technologies
University of Wisconsin-Menomonie



PERCENTAGE OF INVOLVEMENT

30%

EVALUATION CRITERIA Our team has designed fire stations and regional training facilities for communities across the country, and we're eager to share our qualifications with you. This overview briefly summarizes our experience with similar facilities and approach to design and construction.

Experience of firm and key individuals with sustainable design

All three of the architects assigned to the design of the Watertown project are licensed in WI and are **LEED Accredited Professionals.**



Trevor Frank
LEED AP



Mark Zvitkovits
LEED Green Associate



Brian Bergstrom
LEED AP



Marshfield: LEED Gold



Eagan was the first fire station in the US which was certified by the Green Globes International facilities sustainability program

Success in completing comparable projects on schedule and within budget

Completing the estimating exercise at each stage of design assures the project is within budget at the time the project is bid.

PROJECT	ESTIMATED	ACTUAL
Middleton	\$7,432,500	\$7,400,000*
Bellevue	\$4,100,000	\$4,052,648
Elkhart Lake	\$3,000,000	\$2,565,900
Stoughton	\$4,500,000	\$4,500,000*
Eden Prairie	\$2,250,000	\$2,100,000
Rib Mountain	\$2,100,000	\$2,138,000

*Designed and constructed under a GMP delivery contract method



SCAN THIS QR Code

...to learn more about our recently published **10 Trends Transforming Fire Station Planning & Design**, an eBook on future-proofing fire station.



For more information please refer to page 12.

Demonstrated ability to communicate effectively with City of Watertown Project Management Staff, Fire Department, and other key stake holder groups



RENDERED IMAGE

St. Cloud Fire Station Visualization



SCAN THESE QR Codes

...to see **visualization** examples of our Longmont fire stations

Experience of firm and key individuals with Construction Manager

ZEISE CONSTRUCTION
Trusted for Experience • Valued For Service

Zeise was part of many of the projects we have highlighted in our project experience. We are currently working with Zeise as our estimator/CM on projects in Bellevue, Ripon and Kimberly.

Experience of key personnel proposed for this project, including any sub-consultants



Trevor Frank



Mark Zvitkovits



Brian Bergstrom



Chuck Leipzig



Kaukauna:
29,174 sq. ft. - \$6,554,600 delivered one month ahead of schedule and under budget



Maplewood:
31,000 sq. ft. - \$8,300,000 scheduled to be delivered on time and under budget



Kenosha Station 1:
23,895 sq. ft. - \$5,250,000 delivered one month ahead of schedule and under budget



Kenosha Station 4:
29,344 sq. ft. - \$9,260,000 delivered ahead of schedule and under budget



Proposed scope of work including project approach.

We approach each project individually based on the community, budget and input from the City and Department. Our tailored approach to this project is outlined on pages 1-6.

Firms experience with Fire Station, Fire Stations with incorporated training facilities, or similar projects



Fitchburg NE: 26,832 sq. ft.



Fitchburg NW: 23,951 sq. ft.



Kenosha Station 1: 23,895 sq. ft.



Kenosha Station 4: 29,344 sq. ft.



Kaukauna: 29,174 sq. ft.



Maplewood: 31,000 sq. ft.



Confined entry training



Extrication training



Live burn facility



Regional live burn facility



Live burn box/training facility



Tactical training tower/classroom

37

SHORT ELLIOTT HENDRICKSON INC. CITY OF WATERTOWN FIRE STATION

134

Building a Better World for All of Us[®]

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES



Price Proposal

DESIGN DEVELOPMENT THROUGH CONSTRUCTION ADMINISTRATION SERVICES (PER SCOPE IDENTIFIED IN THE RFP)

Project Role or Title:	PM/Lead Designer	Architect	CAD Tech	Civil/ Enviro	HVAC	Electrical Plumbing	Landscape	Structural	Cost Estimating		
Assignee or Staff Type:	Frank	Bergstrom	Zvitkovits	Court	Fredericksen	MSA	Molly	Wolf	Zeise	Hours	Totals
DESIGN DEVELOPMENT PHASE											
Schematic design, bi-weekly check-in meetings, design development, identify phasing, sustainable strategies, staff input meetings, 30% design-estimate-review	100	100	120	290	100	310	60	125	45	1,250	\$152,340
CONSTRUCTION DOCUMENT PHASE											
Construction document plans and specifications, bi-weekly check-in meetings, staff input meetings, 60% and 90% design-estimate-review	100	100	250	240	165	650	80	150	45	1,780	\$210,000
PLAN REVIEW AND BIDDING PHASE											
100% drawings-estimate-review, bi-weekly check-in meetings, plan commission review, AHJ review, Village Board approval, advertising-bidding	65	50	35	60	60	140	40	40	45	535	\$64,880
CONSTRUCTION ADMIN PHASE											
Contracting, bi-weekly construction meetings, construction administration, submittal review, as built drawings	127	145	140	80	100	160	40	40	-	832	\$110,060
Hours/ Labor Fee	392	395	545	670	425	1,260	220	355	135	4,397	\$537,280
*Reprographics/ Misc Expns:										\$10,300	
TOTAL PROJECT FEE:										\$547,580	

*Estimated project expenses. Expenses billed at cost - no mark-up.

FIXED PRICE PERIOD

All price, cost, and conditions outlined in the RFP/Price Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of the contractor's proposal. The City reserves the right to negotiate the scope of services and cost with the highest ranked consultant.

SEH welcomes the opportunity to discuss and negotiate our fee as presented above as the scope of services and size of the project become better defined. We come to the relationship as a willing partner to provide the scope of services at a fee that is fair to both the City of Watertown and SEH and our consulting partners.

As an officer of Short Elliott Hendrickson Inc. (SEH®), I am legally authorized to enter a contractual relationship in the name of the Proposer. I approve the proposed fee above.



TREVOR FRANK AIA, LEED AP®, NCARB, PMP | ARCHITECT IN CHARGE
PROJECT MANAGER

Exhibit A-3
to Supplemental Letter Agreement
Between City of Watertown (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated 2/13/2023

Payments to Consultant for Services
Using the Lump Sum Including Expenses Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Including Expenses Option

The Client and Consultant may select Lump Sum Including Expenses for payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any, for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, and profit. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary to complete Consultant's services at their standard rates.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in the Agreement and this Exhibit.

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of special subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the reasonable cost for the use of such specialized equipment on the project.

Consultant invoices will contain detailed information regarding the use of specialized equipment on the project when it is to be reimbursed by the Client. Charges will be based on the standard rates for the equipment published by Consultant.

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SEH has provided a copy of our 2023 professional services fee rate table. The document below contains hourly rates per hour per employee level and includes reimbursable expenses that are typically encountered in the course of normal project delivery. SEH does not mark up our expenses. They are passed through as direct expenses to our clients.

SEH HOURLY BILLABLE RATES – 2023

CLASSIFICATION - OFFICE STAFF	BILLABLE RATE ⁽¹⁾	CLASSIFICATION - FIELD STAFF	BILLABLE RATE ⁽¹⁾
Principal	\$185 - \$320	Professional Land Surveyor	\$125 - \$190
Project Manager	\$150 - \$280	Lead Resident Project Representative	\$105 - \$185
Senior Project Specialist	\$155 - \$260	Senior Project Representative	\$105 - \$160
Project Specialist	\$110 - \$205	Project Representative	\$85 - \$145
Senior Professional Engineer I	\$130 - \$210	Survey Crew Chief	\$95 - \$160
Senior Professional Engineer II	\$155 - \$265	Survey Instrument Operator	\$65 - \$115
Professional Engineer	\$115 - \$195		
Graduate Engineer	\$95 - \$160		
Senior Architect	\$135 - \$250		
Architect	\$115 - \$180		
Graduate Architect	\$95 - \$130		
Senior Landscape Architect	\$130 - \$200		
Landscape Architect	\$105 - \$145		
Graduate Landscape Architect	\$95 - \$120		
Senior Scientist	\$145 - \$205		
Scientist	\$100 - \$160		
Graduate Scientist	\$90 - \$125		
Senior Planner	\$145 - \$250		
Planner	\$115 - \$180		
Graduate Planner	\$100 - \$140		
Senior GIS Analyst	\$120 - \$205		
GIS Analyst	\$110 - \$175		
Project Design Leader	\$135 - \$215		
Lead Technician	\$120 - \$200		
Senior Technician	\$100 - \$160		
Technician	\$70 - \$135		
Graphic Designer	\$100 - \$170		
Administrative Professional	\$60 - \$150		

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project. The rates shown are subject to change.

Effective: January 1, 2023

Expires: December 31, 2023

SEH SCHEDULE OF EXPENSES – 2023

VEHICLE MILEAGE RATES

2023 IRS Rate TBD

VEHICLE ALLOWANCE COSTS

Resident Project Representative \$16.00/day

Survey and Field Vehicle \$4.90/hour + 2023 IRS mileage rate/mile

SURVEY EQUIPMENT

Robotic Total Station \$35.00/hour

Global Positioning System (GPS) \$35.00/hour

COMPUTER EQUIPMENT

Computer Charges per Direct Hour of Labor \$5.80/hour

OTHER EQUIPMENT EXPENSES

SEH uses many different types of equipment, such as traffic counters; flow meters; air, water and soil sampling kits; inspection cameras; density meters; and many others. Our equipment is frequently upgraded to utilize current technology. You will be charged for equipment usage per your agreement with SEH. Equipment not included on this list that is needed to complete a specific project will be scoped on a per project basis.

IDENTIFIABLE REPRODUCTION AND REPROGRAPHIC COSTS ⁽¹⁾

Item	8½x11	11x17	Large Format	Per Item
Black/White Copy (single sided, standard white paper)	\$0.07	\$0.24	\$0.95 + \$0.50/sq. ft.	
Color Copy (single sided, standard white paper)	\$0.46	\$1.02	\$0.95 + \$2.55/sq. ft.	
Mylar			\$5.00	
Laminated Foamcore - up to 30"x42" - larger than 40"x60"			\$40.00 \$75.00	
Binding - wire - comb				\$3.60 \$3.20
Covers - custom - standard				\$0.15 \$0.03
Tabs (white)				\$0.20
Mailing/Processing				UPS or USPS rates

- (1) SEH assumes that reports will be prepared and delivered electronically. On the occasion where reports or other reprographic services are needed, these reports and reprographic services will be scoped and costed on a per project basis determined by the need of the project and specific service requested.

Rates and expenses are subject to change and may not be accompanied by immediate notification.